

**POSITION DESCRIPTION  
COUNTY OF TIPPECANOE, INDIANA**

**POSITION:** Program Engineer  
**DEPARTMENT:** Highway  
**WORK SCHEDULE:** 8:00 a.m. - 4:30 p.m., M-F  
**JOB CATEGORY:** EXE I (Executive)

**DATE WRITTEN:** January 2023

**STATUS:** Full-time

**DATE REVISED:**

**FLSA STATUS:** Exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Tippecanoe County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless the accommodation would present an undue hardship.

Incumbent serves as Program Engineer for the Tippecanoe County Highway Department, responsible for supervising and directing assigned personnel in design, construction and maintenance of the Highway System and authorizing all duties of construction and administrative work in absence of Executive Director.

**DUTIES:**

Serves as Employee in Responsible Charge (ERC) for INDOT both Group II and Group IV projects.

Performs duties of Executive Director in their absence.

Supervises design consultants and/or serves as Design Engineer for County local and federal aid road, traffic improvement, bridge, and drainage projects, overseeing bidding process, recommending contract awards, and monitoring project budgets.

Supervises and directs assigned personnel, including interviewing candidates, making hiring recommendations, planning, delegating, and controlling work assignments and special projects, providing training and corrective instruction, determining significant changes in responsibilities, evaluating performances, recommending personnel actions, such as promotions, transfers, and demotions, maintaining discipline, and keeping supervisor and assigned personnel informed of organizational developments.

Performs duties of Asset Management and Consultant Review.

Receives and investigates complaints regarding roads, drainage, bridges, and related areas, and initiates action to resolve valid complaints.

Assist Executive Director in developing and implementing plans and coordinating personnel and material resources for maintaining County roads, right-of-ways, bridges, culverts, and related areas.

Monitors and inspects Department construction projects and subdivision development before, during, and upon completion ensuring compliance with state and local codes and contract specifications, communicating with contractors and developers to resolve problems, and periodically mediating disputes as needed.

Manages right-of-way services as needed, including researching property records, mailing notices to property owners, executing temporary right-of-way agreements, or obtaining land.

Maintains inventory of County roads, and compiles, prepares, and submits various periodic reports as required.

Attends meetings and/or meets with various County officials and citizen groups to coordinate, discuss, and report on various projects and common issues.

Periodically attends professional meetings and seminars.

Serves on 24-hour call for emergencies.

Performs related duties as assigned.

## **I. JOB REQUIREMENTS:**

Baccalaureate Degree in Civil Engineering and registration as a Professional Engineer in the state of Indiana. Previous experience in road and bridge design required.

Ability to qualify and maintain certification through INDOT as an “Employee in Responsible Charge” (ERC). Previous certification and experience preferred.

Thorough knowledge of various federal, state, and local funding sources and related rules and regulations regarding road construction and maintenance, and ability to plan, prioritize and coordinate related projects, maintain inventory, budget, and cost data, and ensure preparation of reports and reimbursement requests as required.

Practical knowledge of and ability to make practical application of standard principles and practices of engineering and state and local regulations regarding road and bridge construction and maintenance, subdivision control, drainage and traffic control, and ability to assess County needs and effectively plan, design, coordinate, and complete appropriate cost-effective projects.

Practical knowledge of and ability to make practical application of Department safety policies and procedures, including OSHA guidelines.

Practical knowledge of Department policies and procedures with ability enforce and ensure compliance with requirements.

Working knowledge of county geography and ability to read and interpret local maps.

Ability to supervise and direct assigned personnel, including interviewing candidates, making hiring recommendations, planning, delegating, and controlling work assignments and special projects, providing training and corrective instruction, determining significant changes in responsibilities, evaluating performances, recommending personnel actions, such as promotions, transfers, and demotions, maintaining discipline, and keeping supervisor and assigned personnel informed of organizational developments.

Ability to work on several task at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to properly operate a variety of standard office equipment including, computer, calculator, printer, and telephone.

Ability to properly operate a variety of Department equipment and tools including but not limited to, surveying, and drafting equipment, computer assisted drafting (CAD), hydraulic and structural design software.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Shall comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively communicate orally and in writing with co-workers, other County departments, various state and federal agencies, consultants, contractors, local citizens groups, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to count/compute, make complex mathematical calculations, analyze survey and other data, read and interpret detailed prints, sketches, and specifications, and prepare detailed documents and reports as required.

Ability to plan and layout assigned work projects.

Ability to understand, memorize, retain, and carry out written or oral instructions and present finding in oral or written form.

Ability to deal swiftly, rationally, and decisively in precarious situations, and take authoritative action applying appropriate discretion and common sense.

Ability to occasionally work extended, weekend, and/or evening hours, and occasionally travel out of town for seminars, sometimes overnight. Ability to occasionally serve on 24-hour on call for emergencies.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

## **II. DIFFICULTY OF WORK:**

Incumbent's duties are broad in scope, involving many complex variables and considerations. Incumbent exercises independent judgment in analyzing data, interpreting precedents, selecting, and applying appropriate legal guidelines and standard practices of the profession to specific cases and circumstances.

## **III. RESPONSIBILITY:**

Incumbent receives administrative direction, with general objectives indicated. Incumbent makes an extensive contribution to development and implementation of Department objectives, policies and procedures, discussing unprecedented situations with supervisors as needed. Decisions and work product are reviewed primarily for soundness of judgment and compliance with legal requirements.

## **IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, various state and federal agencies, consultants, contractors, local citizens groups, and the public for the purpose of exchanging and explaining information and resolving problems.

Incumbent reports directly to Executive Director.

## **V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment and outdoors in the field, involving sitting/standing/walking at will, sitting/standing/walking for long periods, lifting/carrying objects weighing less than 25 pounds, close/far vision, color/depth perception, hearing sounds/communication, handling/grasping, fingering objects and exposure to varying weather conditions and physical hazards normally associated with construction sites.

Incumbent is occasionally required to work weekends and/or evening hours and occasionally travels out of town, sometimes overnight. Incumbent is required to serve on 24-hour on call for emergencies.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Program Engineer in the Highway Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?  
Yes\_\_\_\_\_ No\_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name