



PROJECT ENGINEER

General Summary

The Project Engineer reviews preliminary and final construction plans to ensure that they comply with policies and specifications. The Project Engineer responds to questions from contractors, developers, engineers, road commission staff, and the general public regarding road commission policies and specifications. Other duties include developing plans, specifications and estimates for road, culvert and bridge design projects; inspecting construction projects in progress and upon completion to ensure compliance with approved plans; preparing bid documents and specifications for contracted work; and performing special assignments as directed. Assists with traffic engineering including data management, analysis and reporting as needed. Reviews preliminary plats, construction plans, and final plats for approval.

Essential Functions

1. Review preliminary and final construction plans submitted by developers for proposed plats including such items as site layout, contours, dead-end streets, and cul-de-sacs, to ensure compliance with road commission policies and standards.
2. Discusses deficient plans with County Engineer, developers, and contractors, in an attempt to bring plans into compliance. Makes recommendations for approval or denial to the County Engineer. Conducts field inspections as part of the review process.
3. Inspects plat development projects in progress and regularly confers with the developer and contractors to ensure that construction is in compliance with approved plans. Inspects for compliance with the Soil Erosion and Sedimentation Control (SESC) Act and performs final inspection after the project is completed.
4. Responds to questions from contractors, developers, engineers, road commission staff, and the general public regarding road commission policies and specifications.
5. Serves as an advisor to other department staff on engineering matters related to road design, building, and maintenance.
6. Responds to requests for information from property owners, surveyors, developers, contractors, and department staff that require a search of records and files such as the location of right-of-way, property boundaries, government section corners and utility locations.
7. Review plans and specifications for construction projects.
8. Prepare bid documents and specifications for contracted work.
9. Maintain project files, updating them as work progresses, and prepares pay estimates. May inspect construction projects in progress and upon completion.
10. Research, compile, and document information required for reimbursement from Michigan Department of Transportation (MDOT) for engineering and right-of-way costs.
11. Reviews legal documents that are to be filed with the road commission, such as dedication of roads, drainage easements and letters of credit, to ensure they comply with all legal requirements.
12. Performs field work as a construction inspector inspecting asphalt and concrete paving, storm sewer construction, and as a surveyor, inspects construction layout, drainage correction projects, and the gathering of field information using survey equipment.
13. Designs construction projects such as culvert replacement, bridges, storm sewer systems, and road repair projects.
14. Certified office technician for project support as needed.



Essential Functions (cont.)

15. Administers construction projects using contractor payment software to document projects and to develop payment invoices to contractor.
16. Certified in soil erosion and sedimentation control, storm water, project, and asphalt inspection.
17. Meets with township officials to discuss infrastructure management and suggests improvements. Maintains positive township relations and serves in areas including; creates 5-year local road plans and attends township joint meetings as needed.
18. Develops county asset management maps using ArcView software. Assists RCKC in the development of ArcView Geographic information system (GIS) layers in collaboration with other RCKC staff and Kalamazoo County Planning Department staff.
19. Prepares the Public Act 51 Annual Road Mileage Certification Report for the State Transportation Commission by updating maps, forms, and office records to reflect changes in primary and local road system, writing narrative justification for changes from local to primary system and vice versa, and documenting changes such as abandonment and transfer of jurisdiction. Prepares documents for commission action. Prepares and maintains Act 51 maps on Auto CAD or appropriate computer software.
20. Other duties as assigned

Duties are not listed in order of priority, are typical of duties and responsibilities that may be performed by the person holding this position and will be done at the direction of the supervisor within the organizational chart. Duties may be added, deleted, or modified at any time. They are not to be constructed as an exhaustive list of all job duties.

Employment Qualifications

Education: Possession of a Bachelor Degree in an engineering related field. Maintains a Professional Engineer (PE) license or objective to achieve.

Preferred Experience: Minimum of two years of design, survey, traffic, road construction, road maintenance and inspection experience. Engineering related computer programs and the operation of survey equipment.

Other Requirements: Computer skills including Microsoft Office, Outlook, AutoCAD, ArcView GIS and FieldManager. Possession of a valid driver's license, strong organizational, planning, customer service, and communication skills. Successful completion of Soil Erosion and Stormwater training courses. Qualified as a certified Michigan Department of Transportation inspector.

FLSA Status: Non-exempt.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements:

This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for other wise qualified applicants unable to fulfill one or more of these requirements:



Physical Requirements (cont.)

Various project inspection including sewer systems
Climbing into trucks and onto other equipment
Operate motor vehicles
Ability to transport and operate survey equipment
Ability to access office files, maps, records, and documents of the road commission
Climbs up and down embankments
Stoops, kneels, and crouches for project inspections
Travels to various locations in the County
Ability to operate various office equipment
Ability to enter and retrieve information from a computer
Ability to utilize various software maps and drawings

Working Conditions

Works both in office conditions and outside for inspection of projects
Construction site/work zone areas
Exposure to fumes related to construction projects
Exposure to traffic at construction projects
Exposure to loud noise at construction projects