



# Road Commission of Kalamazoo County

**Position** Project Engineer  
**Department** Administrative/ Engineering  
**Location** Kalamazoo, MI  
**Hourly Range** \$41.95 - \$50.33 (Non- Exempt)

---

Road Commission of Kalamazoo County (RCKC) is seeking qualified applicants for the position of **Project Engineer**. The Project Engineer responds to questions from contractors, developers, engineers, road commission staff, and the public regarding road commission policies and specifications.

## HIGHLIGHTED BENEFITS INCLUDE:

- Health and dental insurance that starts on your first day
- Pension – 100% paid by RCKC
- 11 paid holidays
- Paid vacation and sick leave
- Tuition Reimbursement
- Short-term disability
- Life insurance

## SCHEDULE:

Winter schedule: Monday through Friday, 7:30 AM to 4:00 PM with potential for overtime.

Summer schedule: 4/10 work schedule, 6:30 AM to 5:00 PM with potential for overtime (*subject to change*)

## ESSENTIAL DUTIES:

**An employee in this position may be called upon to do any or all of the following essential duties (these examples do not include all the duties which the employee may be expected to perform)**

- Reviews preliminary and final construction plans submitted by developers for proposed to ensure compliance with road commission policies and standards.
- Discusses deficient plans and makes recommendations for approval or denial with County Engineer, developers, and contractors, to bring plans into compliance. Conducts field inspections as part of the review process.
- Inspects plat development projects in progress and confers with the developer and contractors to ensure that construction is in compliance with approved plans.

# Road Commission of Kalamazoo County

- Inspects for compliance with the Soil Erosion and Sedimentation Control (SESC) Act.
- Responds to request 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.
- Performs fieldwork 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.
- Designs construction projects such as culvert replacement, bridges, storm sewer systems and road repair projects.
- Administers construction projects using contractor payment software to document projects and to develop payment invoices to contractors.

## **EMPLOYMENT QUALIFICATIONS:**

**Education:** Possession of a Bachelor Degree in an engineering related field. Maintain a Professional Engineer License or objective to achieve.

**Preferred Experience:** Minimum of two years of design, survey, traffic, road construction, road maintenance and inspection experience.

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

**For additional qualifications and complete job description please refer to the RCKC website at [www.kalamazoocountyroads.com](http://www.kalamazoocountyroads.com) "About Us" tab. To apply for the Project Engineer position please send your resume to [hr@kalamazoocountyroads.com](mailto:hr@kalamazoocountyroads.com) or USPS to the RCKC 4400 S 26th St Kalamazoo, MI 49048. Candidates requiring confidentiality should so indicate. *Please no phone call position inquiries.***



# PROJECT ENGINEER

## Position 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.

---

## Key Responsibilities:

- 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.
- 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.
- 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.
- Responds to questions from contractors, developers, engineers, road commission staff, and the general public regarding road commission policies and specifications.
- Serves as an advisor to other department staff on engineering matters related to road design, building, and maintenance.
- 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.
- Review plans and specifications for construction projects.
- Prepare bid documents and specifications for contracted work.
- Maintain project files, updating them as work progresses, and prepares pay estimates. May inspect construction projects in progress and upon completion.
- Research, compile, and document information required for reimbursement from Michigan



## PROJECT ENGINEER

Department of Transportation (MDOT) for engineering and right-of-way costs.

- 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.
- 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.
- Designs construction projects such as culvert replacement, bridges, storm sewer systems, and road repair projects.
- Certified office technician for project support as needed.
- Administers construction projects using contractor payment software to document projects and to develop payment invoices to contractor.
- Certified in soil erosion and sedimentation control, storm water, project, and asphalt inspection.
- 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.
- 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.
- 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.
- Other duties as assigned

---

### Qualifications:

### Education and Experience:

- Bachelor's degree in an Engineering related field. Maintains a Professional Engineer (PE) license or objective to achieve.
- Minimum of 2 years of design, survey, traffic, road construction, road maintenance, and inspection experience. Engineering related computer programs and the operation of survey equipment.



# PROJECT ENGINEER

## Technical Skills:

- Proficient in Microsoft Office, Outlook, AutoCAD, ArcView GIS and Field Manager.
- Successful completion of Soil Erosion and Stormwater training courses.
- Qualified as a certified Michigan Department of Transportation (MDOT) inspector.

## Other Requirements:

- Valid driver's license.
- Strong organizational, analytical, communication, planning, and customer service skills.
- Ability to work independently and as part of a multidisciplinary team.

## **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:

The Project Engineer position requires the ability to perform a variety of physical tasks necessary for both office and field work.

## Essential physical requirements include:

- Climb into and out of vehicles, trucks, and other equipment.
- Perform various project inspections, including sewer systems.
- Operate motor vehicles.
- Ability to lift and carry up to 25 pounds occasionally (e.g., equipment and other tools, documents or samples).
- Access and retrieve physical records, files, maps, and documents.
- Climb up and down embankments.



## PROJECT ENGINEER

- Stoop, kneel, crouch, and perform other movements required for field inspections.
  - Travel frequently within the county to various projects and inspection sites.
  - Ability to sit for extended periods in an office environment and use standard office equipment, including computers, printers, and phones.
  - Walk on uneven terrain and climb up and down embankments or slopes.
  - Use specialized software to read and interpret maps, drawings, and technical documents.
- 

### **Working Conditions:**

This position involves a combination of office-based tasks and regular outdoor field visits to construction and project sites. The work environment may include the following conditions:

- Regular exposure to outdoor elements such as weather, dust, mud, and uneven terrain.
- Work in or near active construction zones with exposure to traffic and heavy machinery.
- Potential exposure to fumes, odors, and loud noises associated with construction projects.
- Typical office conditions include extended use of computers and phones, and routine interaction with coworkers, contractors, and the public.