



# ASSOCIATE ENGINEER

## **GENERAL SUMMARY**

Under the supervision of the Managing Director and County Highway Engineer, performs a variety of functions related to construction on the county road system including inspection, testing, and documentation of construction projects and working with the surveyor on preliminary surveys and construction staking.

## **ESSENTIAL FUNCTIONS**

1. Inspects road and bridge construction projects involving federal, state, and local funds for compliance with plans and specifications.
2. Maintains documentation required for federal, state, and locally funded construction projects.
3. Inspects construction and maintenance projects for conformance with storm water and soil erosion control measures.
4. Works with surveyor on topographic surveys and construction staking including establishing control points, structure, grade and slope staking.
5. Uses Microsoft Word, Excel, and Outlook in various functions to maintain records and communicate via email.
6. Utilize Field Book and Field Manager software to manage construction projects.

## **MINIMUM QUALIFICATIONS**

1. A good attitude and willingness to learn and grow.
2. Construction experience and knowledge preferred.
3. Computer skills including Microsoft Office.
4. Valid Michigan driver's license and acceptable driving record.
5. Ability to deal with other employees and the public courteously and effectively.
6. Ability to work flexible and extended hours as necessary.
7. Ability to work in all weather and terrain conditions throughout Allegan County to inspect road and construction projects. Able to lift 50 lbs.