



## JOB DESCRIPTION

**No Screen**

**Job Title:** Highway Engineer  
**Department:** Highway  
**Classification:** Grade 25  
**Unit:** Non-contract; Appointed/Term M.S. 163.07  
**FLSA Status:** Exempt  
**Reports To:** County Administrator  
**Supervises:** Assistant Highway Engineer  
Maintenance Superintendent  
Highway Accountant  
Assistant Accountant  
County Surveyor

**Indirectly Supervises:** 20 – approximately Highway Department

**Position Description:** The Highway Engineer is responsible for the administration, management, oversight, design and maintenance of County roads, bridges and ditches. Responsible for planning, designing and project management of departmental projects in accordance with federal, state and other agency standards, guidelines and rules; administering department budgets; collaborating with the public and local officials in the development of current and future department projects. This position has wide latitude for independent action and high-level decision making. The Highway Engineer serves on the County Leadership Team and partners with the County Board and Leadership Team members to create and carry out a shared vision and mission for Hubbard County. The Highway Engineer leads the department in crafting and executing a department level shared vision and in guiding the execution of that vision through strategic planning. The Highway Engineer provides policy direction and resources to the department supervisors who are responsible for day to day operations and the direct supervision of approximately 20 employees. This position partners with department supervisors to create a work culture that engages employees and contributes to the effective and efficient delivery of services. This position is responsible for developing, implementing, and evaluating all programs within the Highway Department in accordance with all federal, state and local laws, regulations and mandates. Oversees the operation of the Survey Department and its staff.

### Qualifications:

- Highway Engineer shall be a registered highway or civil engineer, registered under the laws of the state of Minnesota.
- 7 years of work experience in civil engineering and highway construction and maintenance operations with 3 years in a supervisory role (i.e. hiring, transfer, suspension, promotion, discharge, assignment, reward, or discipline of other employees, direction of the work of other employees, or adjustment of other employees' grievances on behalf of the employer).



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- Valid driver’s license and reliable means of transportation.
- M.S. 197.46(d) Veterans Preference Act: The head of a department is not entitled to Veterans Preference Points. The Highway Engineer is a head of a department and Veterans Preference Points will NOT be credited in the hiring of a Highway Engineer.

**Knowledge, Skills & Abilities:**

**Knowledge:**

- Requires managerial, administrative, and engineering principles and techniques involved for the design, construction, and proper maintenance of public works projects, including highways, bridges and land surveying.
- Maintain and purchase the proper heavy and light equipment needed for complete operation of the Department(s).
- Understand State statutes, legislation and directives for the planning and development of highway and bridge projects.

**Skills:**

- Establish and maintain effective working relationships with co-workers, County staff, community officials, County Board members, the public, and other agency staff (State, DNR, Federal, Corps of Engineers, Historical Preservation, Soil Conservation Service and Township Supervisors).
- Communicate effectively in oral, written, and graphic presentations.
- Provide technical and professional advice to the County Board of Commissioners with the responsibility for the results.

**Abilities:**

- Effectively and efficiently manage and provide motivated leadership to personnel and operations within the departmental organization.
- Ability to coordinate the work of others by providing short and long term strategic overviews of the departmental objectives and by encouraging good performance from staff.

**Preferred Qualifications:**

- Work experience with a state, county, township or city highway department.
- Work experience developing and administering budgets.
- Work experience writing, applying for, and administering federal and state funding.
- Work experience in labor management relations (from a management side).
- Work experience working with Boards in a professional work environment.

<p><b><u>ESSENTIAL DUTIES OF THE POSITION:</u></b> (These duties are a representative sample; position assignments may vary.)</p>	
<ul style="list-style-type: none"> <li>• Plan, develop, monitor, and implement programs, policies and procedures to achieve the goals and objectives of the organization.</li> <li>• Provide professional engineering to construction and maintenance projects.</li> </ul>	



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<ul style="list-style-type: none"> <li>• Develop and program long and short range construction and maintenance projects and equipment replacement-maintenance programs.</li> <li>• Negotiate, explain, review, and resolve issues with government agencies, municipal officials, County Offices, Township Officials and general public.</li> <li>• Hear and resolve complaints between County Board, contracting agencies, municipalities, and public.</li> <li>• Attend County Board meetings and various other committee meetings along with Federal, State, Regional, Township, and City related meetings.</li> <li>• Prepare required annual reports for State and County submittal and all bridge inspections, as per Minnesota Statutes acting as the Bridge Safety Administrator with reports submitted to the State of Minnesota.</li> <li>• Act as liaison between State, County, and Township, other counties and regional entities.</li> <li>• Manage equipment purchases.</li> <li>• Maintain adequate office and shop facilities, governmental fuel facilities, equipment, personnel, and supplies.</li> <li>• Responsible for: hiring, transfer, suspension, promotion, discharge, assignment, reward, discipline, direction of the work, adjust grievance(s) as provided by the collective bargaining agreement(s), complete performance review(s).</li> <li>• Plan, coordinate, and supervise the activities and performance of staff for work assignments and reviews, instructions, training, and assistance.</li> <li>• Lead staff in developing and implementing a Department mission and service delivery plan in alignment with the County mission and budget.</li> <li>• Develop and recommend the annual departmental budget to the Board including assessment of existing and anticipated service levels, projected funding levels, recommended fee schedules, staffing needs and program changes or requirements to meet those goals, forecasting the budget 5 – 10 years in advance.</li> <li>• Serve as the data practices officer for the Highway Department and responsible for data retention requirements.</li> <li>• Provide accounting services of bills, timesheets, telephone service and computer services.</li> <li>• Coordinate the overall operations of the Highway Department and Surveyor Department.</li> <li>• Responsible for the Public Works facilities.</li> </ul>	
<p>Regular attendance on the job.</p>	
<p>Perform other duties as assigned.</p>	



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### **PHYSICAL REQUIREMENTS:**

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

### **NOTE:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. The County retains the discretion to add or change the contents of this job description at any time.

### **CLASSIFICATION HISTORY:**

Position prepared by Hubbard County  
Date last Reviewed: (11/2023)