

Colbert County

Job Description

Job Title: Civil Engineering Graduate

Pay Grade: For a Civil Engineering Graduate the pay grade shall be based on the State Pay Grade 78, as established by the Alabama State Personnel Board.

Starting salary will be based on experience and relevant certifications.

Departments: Road and Water Departments

Job Description Prepared: July 2022

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all inclusive. The employee may be assigned other duties or responsibilities as determined by the County Engineer.

Relationships

Report to: County Engineer, Assistant County Engineer

Subordinate Staff: Clerical Staff, Project Staff

Other Internal Contacts: All Other County Departments

External Contacts: Local Engineers; Surveyors; Public Utilities; General Public; Attorneys; ALDOT; Federal Agencies

Job Summary

This is introductory professional work in the field of civil engineering performing duties associated with the planning, location, design, or construction of roads, bridges, or structures in the field or office of the Colbert County Road and Water Departments. The employee assists the County Engineer/Assistant County Engineer in all aspects of construction and maintenance operations of the Road and Water Departments. Employee performs various engineering, field surveying, GIS mapping, computer networking, etc. as determined by the County Engineer.

Types of Work shall include:

Planning - Compiles data and prepares schedules and estimates for road and bridge projects. Compiles and reviews surveys/maps, traffic data, road/bridge ratings, public comments, estimates, environmental documents, economic development, and funding sources to determine project eligibility and priority.

Investigation/Analysis/Design - Investigates problems using engineering judgment to determine action needed. Inspects the County road and bridge system for needed maintenance improvements using engineering judgment. Analyzes activities to determine efficiency and production related to established goals. Performs hydrology and hydraulic studies needed to determine sizes of drainage pipe, structures, and ditches. Designs drainage features/structures and roadways. Produces plans and drawings for road, bridge, and various public improvement projects.

Project Management - Manages and oversees the design and/or construction of road, bridge, and water projects. Addresses technical questions from the public and officials relating to on-going projects. Ensures compliance with federal, state, and county regulations and policies. Attends scope of work reviews, hydraulic reviews, plan review meetings, bid openings, public meetings, and pre-construction meetings.

Plan/Document Review/Preparation/Archive – Prepares plans and maps using GIS, GPS, CAD and other related computer tools. Reviews various plans and documents prepared by engineering and maintenance personnel to ensure compliance with regulations, policies, and procedures. Reviews and prepares daily activity reports, time sheets, vehicle/equipment inspections, accident reports to ensure timely completion and proper documentation. Prepares reports on projects and maintenance activities. Reviews technical specifications and makes necessary revisions. Maintaining all construction archives.

MISC Duties – Employee shall assist with bridge inspections and be willing to become a certified bridge inspector. Gain a working knowledge of CIMS and assist with record keeping. Other duties as assigned by the County Engineer.

Other Characteristics

1. Graduation from a college or university with specialization in engineering, ABET accredited, required.
2. Possess a valid Alabama’s Driver’s License.
3. Ability to work nonstandard hours, overtime and travel overnight as required. Also be able to attend conferences and training as directed by the County Engineer.
4. Certifications in Bridge Inspection, Herbicide application, Concrete, Asphalt, or any other relevant field, preferred.
5. This is an exempt, salaried position and will follow the guidelines in the Colbert County Personnel Manual.

Work Environment

The work involves moderate risks or discomforts which require special safety precautions, e.g., working around moving parts, carts, or machines; with contagious diseases or irritant chemicals; etc. Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, or shields.

Physical Demand

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

Approvals

Department Head

Title

Date

Commission Chairman

Pay Plan (Salary Schedule)

Class:

N/A

Grade: 78

Act# 2005-316 REQUIRES STATE EMPLOYEES TO BE PAID AT A SEMI MONTHLY RATE.

THE COMPARISON TABLE IS PROVIDED FOR INFORMATIONAL PURPOSES ONLY.

	Semi-Monthly	Annual	Hourly	BiWeekly
Step 01:	\$2,132.40	\$51,177.60	\$24.60	\$1,968.36
Step 02:	\$2,184.50	\$52,428.00	\$25.21	\$2,016.46
Step 03:	\$2,237.80	\$53,707.20	\$25.82	\$2,065.66
Step 04:	\$2,294.00	\$55,056.00	\$26.47	\$2,117.53
Step 05:	\$2,351.40	\$56,433.60	\$27.13	\$2,170.52
Step 06:	\$2,410.90	\$57,861.60	\$27.82	\$2,225.44
Step 07:	\$2,470.40	\$59,289.60	\$28.50	\$2,280.36
Step 08:	\$2,531.10	\$60,746.40	\$29.21	\$2,336.40
Step 09:	\$2,593.60	\$62,246.40	\$29.93	\$2,394.09
Step 10:	\$2,657.50	\$63,780.00	\$30.66	\$2,453.07
Step 11:	\$2,723.30	\$65,359.20	\$31.42	\$2,513.81
Step 12:	\$2,792.00	\$67,008.00	\$32.22	\$2,577.23
Step 13:	\$2,861.10	\$68,666.40	\$33.01	\$2,641.01
Step 14:	\$2,933.10	\$70,394.40	\$33.84	\$2,707.47
Step 15:	\$3,008.30	\$72,199.20	\$34.71	\$2,776.89
Step 16:	\$3,085.30	\$74,047.20	\$35.60	\$2,847.96
Step 17:	\$3,165.20	\$75,964.80	\$36.52	\$2,921.72
Step 18:	\$3,245.50	\$77,892.00	\$37.45	\$2,995.84
Step 19:	\$3,325.50	\$79,812.00	\$38.37	\$3,069.69
Step 20:	\$3,408.90	\$81,813.60	\$39.33	\$3,146.67
Step 21:	\$3,497.00	\$83,928.00	\$40.35	\$3,228.00
Step 22:	\$3,584.90	\$86,037.60	\$41.36	\$3,309.13

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[Job Classes in this Pay Grade](#)

Note: ***By Law, Act# 2005-316 requires salaries of State Employees to be paid at a semi-monthly rate. The semi-monthly rates reflected in this Pay Plan are the official rates of pay. Other rates included in the Comparison Table are provided for informational purposes only. Standard rounding principals are used in the calculations. See ALA. CODE 36-6-1 (2005 CUM. SUPP.)

The information presented here is updated regularly and is accurate as of: 07/01/2022