

**Daviess County Fiscal Court  
Job Description**

**Job Title:** Assistant County Engineer  
**Department:** Engineering  
**Reports To:** County Engineer/Director of Public Works  
**FLSA Status:** Exempt  
**Prepared Date:** May 2023

**Summary** Assist the County Engineer. Assist in the daily operations of the Engineering Department.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Oversees private and public projects as assigned.

Investigates complaints received from the Fiscal Court or general public.

Reviews plans and specifications of county projects as prepared by outside consultants as assigned.

Prepares plans and specifications for county projects as assigned.

Reviews and approves plans as assigned.

Reviews property subdivisions and issues permits for commercial, industrial, business and some residential developments in Daviess County outside the corporate limits of the City of Owensboro and the City of Whitesville.

Applies for funds and grants from state and federal governments for projects related to roads, bridges, and drainage as assigned.

Works with the City of Owensboro and Whitesville to impact city drainage improvements as it relates to the county.

Helps prepare the Engineering Department budget.

Purchases materials and supplies as needed per guidelines in Administrative Code.

Monitors expenditures and annual budget compliance.

Makes oral and written presentations to Daviess County Fiscal Court as needed.

Serves on various boards and committees as assigned.

**Supervisory Responsibilities** This position has no supervisory responsibilities.

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience** Bachelor of Science in Civil Engineering; four years related experience.

**Language Skills** Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

**Mathematical Skills** Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

**Reasoning Ability** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Certificates, Licenses, Registrations** Valid driver's license; Professional Engineer licensed in the State of Kentucky. If licensed in another state, must obtain Kentucky P.E. license within three months.

**Physical Demands** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts; high, precarious places; extreme cold and extreme heat. The employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually moderate.