

**A RESOLUTION OF THE NEWTON COUNTY BOARD  
OF COMMISSIONERS APPROVING AMENDMENT OF THE NEWTON COUNTY  
CLASSIFICATION PLAN TO ESTABLISH A NEW  
CLASSIFICATION TITLE TRANSPORTATION ENGINEER**

**WHEREAS**, on December 1, 2015 the Newton County Board of Commissioners voted to authorize the creation of a Transportation Engineer position and an additional Transportation Inspector within the Road and Bridge Department; and

**WHEREAS**, Transportation Engineer is a new Classification Title within the Newton County Classification Plan; and

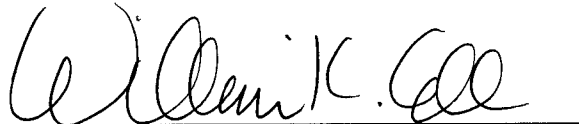
**WHEREAS**, the Human Resources Director is responsible for recommending new classes of positions to be established as necessary for the maintenance of the Position Classification Plan and has performed a Job Analysis in accordance with Par. 6.104 of the Newton County At Will Employee Personnel Policy to develop a new Job Description for the Transportation Engineer Classification Title; and

**WHEREAS**, the Human Resources Director, in accordance with Par. 6.105 of the Newton County At Will Employee Personnel Policy, has prepared a Job Description containing a summary of the essential job functions, qualifications and other duties of the Classification Title, Transportation Engineer, and such Job Description is attached hereto as "Exhibit A".

**NOW, THEREFORE, BE IT RESOLVED**, the Job Description for the Classification Title Transportation Engineer (attached as Exhibit "A") is approved by the Board of Commissioners and the Newton County Classification Plan shall be immediately updated by the Human Resources Director to reflect the new Job Description assigned to the Classification Title Transportation Engineer.

So resolved this 5th day of January 2016.

**NEWTON COUNTY BOARD OF COMMISSIONERS**

  
\_\_\_\_\_  
William K. Ellis, Chairman

Attest:

  
\_\_\_\_\_  
Jackie B. Smith, County Clerk

**NEWTON COUNTY GOVERNMENT  
CLASS SPECIFICATION**

**CLASS TITLE: TRANSPORTATION ENGINEER**  
**DEPARTMENT: ROAD DEPARTMENT**  
**REPORTS TO: CHAIRMAN, BOARD OF COMMISSIONERS**

**DATE: 11/21/15**  
**GRADE: 140**  
**SAFETY SENSITIVE: NO**

**PURPOSE OF THE JOB:**

The purpose of this job is to assist the Chairman in the planning and management of Newton County's transportation projects. Duties and responsibilities include, but are not limited to: designing, supervising, and coordinating roadway and bridge projects, performing administrative duties, providing technical assistance to the Roads Superintendent, and performing additional tasks as assigned by the Chairman.

**JOB RELATED REQUIREMENTS:**

Regular and predictable attendance is required.

Must work cooperatively with others.

When requirements include vehicle operation, responsible for the safety, readiness and operation of the vehicle and must abide by Newton County safe driving policy.

May be required to work on religious holidays.

**EMERGENCY POSITION:**

This position is designated as an emergency position that requires your attendance at work under all types of emergency conditions. Some examples of emergencies include inclement weather, utility failure, fire or other forced evacuations or as determined by the Chairman.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Works in the road department to plan, direct and supervise all transportation engineering and inspections.  
Supervises all engineering staff in the road department.

Assists the Chairman and the Road Superintendent in the preparation of the departmental budget.

Develops and maintains ongoing list of transportation improvements for funding consideration.

Coordinates local transportation projects with the Georgia Department of Transportation, Atlanta Regional Commission, and other government agencies.

Prepares roadway and intersection improvement plans on ACAD Civil 3D for in-house and contracted projects.

Estimates materials needed and establishes schedules for the construction of road projects.

Designs and coordinates culvert and storm sewer replacement projects with the Roads Superintendent.

Administers the County's pavement management and re-surfacing program.

Provides timely responses to complaints and inquiries by citizens concerning transportation facilities.

Supervises the review and inspection of road improvements and driveway encroachments submitted by developers for approval.

Administers the County's bridge maintenance program.

Obtains professional contractual services for roadway and bridge design, construction management, comprehensive transportation planning, and other transportation related activities.

Coordinates all contact with the Board of Commissioners through the Chairman.

Performs other related duties as assigned.

**MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:**

Bachelor's degree in Civil Engineering or closely related discipline with 5-10 years of related higher level administration experience required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Master's Degree preferred.

Registered in Georgia as a Professional Engineer.

Project / program management experience, specifically related to road / bridge projects.

Must possess five years of experience supervising employees.

Certification as a Level II Certified Design Professional through the GSWCC preferred.

Must Possess and maintain a valid Georgia Driver's License.

**KNOWLEDGE, SKILLS AND ABILITIES**

Must possess extensive roadway, bridge, and drainage construction and maintenance knowledge.

Knowledge of the principles, practices and procedures of Newton County and the operations and functions of the Road Department.

Knowledge of management, human resource management/personnel, and civil engineering practices, policies and procedures as necessary in the completion of daily responsibilities.

Knowledge of all applicable laws, ordinances, policies, standards and regulations pertaining to the specific duties and responsibilities of the job.

Knowledge of the budget and purchasing procedures.

Knowledge of principles of subdivision design and layout, conventional drainage computation methods, and construction procedures.

Knowledge of the funding procedures and the legal requirements for roads.

Knowledge of AutoCad Civil 3D, Microsoft Office, and various computer software programs as necessary in the performance of job duties.

Knowledge of engineering principles used to formulate, evaluate, and administer transportation activities.

Skill in the use of engineering equipment, survey equipment, construction inspections equipment, drafting tools, scientific calculators and general office equipment.

Ability to prepare technical reports, estimates, and construction cost records.

Skill in planning, assigning, managing, and instructing work of technical personnel.

Ability in organizational, management, and human relations.

Ability to develop and administer policies, procedures, plans and activities and to monitor the performance of subordinates against measured established goals.

Ability to effectively communicate and interact with subordinates, management, employees, members of the general public and all other groups involved in the activities of the County as they relate to the road department.

Ability to assemble information and make written reports and documents.

Ability to use independent judgment and discretion in determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems.

Ability to comprehend, interpret, and apply regulations, procedures, and related information.

Ability to handle required calculations using statistical calculations.

Ability to read, understand and interpret financial reports and related materials.

#### **(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of machinery and equipment including standard office equipment, a computer terminal, and a printer. Must be able to use body members to work, move, or carry objects or materials. This position requires: walking, bending, stooping, standing, pushing, pulling, lifting, fingering, grasping, feeling, seeing, talking, hearing, and repetitive motions. Must be able to exert up to 10 pounds of force occasionally. Physical demand requirements are at levels of those for sedentary work.

**DATA CONCEPTION:** Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability to hear, speak and/or signal people to convey or exchange information. Includes giving assignments and/or directions to co-workers or assistants.

**LANGUAGE ABILITY:** Requires the ability to read a variety of legal and administrative documents and informational documentation, directions, instructions, and methods and procedures. Requires the ability to prepare legal motions and briefs, memorandums, legal opinions, ordinances, resolutions, deeds, contracts, audit letters, policy proposals, legal advertisements, and other documents using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to groups of people with poise, voice control, and confidence.

**INTELLIGENCE:** Requires the ability to learn and understand complex principles and techniques; to acquire and be able to expound on knowledge of topics related to primary occupation; and to make independent judgment in the absence of management.

**VERBAL APTITUDE:** Requires the ability to record and deliver information, to explain procedures, and to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of administrative, technical, or professional languages including legal, accounting, and real estate terminology.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to utilize and determine percentages and decimals; and to perform special computations such as discount, interest, and proportion.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually with office equipment.

**MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using computers and office equipment. Requires the ability to use the keyboard, lift, bend, push, and pull objects or materials using body parts as the position necessitates.

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items such as computers and office equipment. Must have the ability to use one hand for twisting or turning motion while coordinating the other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

**COLOR DISCRIMINATION:** Requires the ability to differentiate between colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under considerable stress when confronted with an emergency.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (Talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear). Must be able to communicate via telephone.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.