

## POSITION DESCRIPTION

Title: [Civil-Design](#) Engineer  
Department: Highway Department – Pre-Construction Section  
Job Analysis: [September 2023](#)[March 2026](#)

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

### Relationships

Reports To: Pre-Construction Manager, Assistant County Engineer, County Engineer  
Subordinate Staff: N/A  
Internal Contacts: Baldwin County Highway Department Section Heads, Staff, and other County Employees.  
External Contacts: General Public, Contractors, Utility Companies, ALDOT and Municipal Officials, Vendors, Engineering Consultants, Surveyors, Attorneys and Local Officials  
Status: Classified/Exempt (~~S317~~[S319](#))

### Job Summary

The [Project-Design](#) Engineer position works with Highway staff to manage [and design](#) infrastructure improvements for Baldwin County. Primary focus will be on performing highly responsible and diverse civil engineering tasks for County infrastructure projects. The individual will perform in-house design, coordinate with consultants, review consultant plans, and will participate in the planning of roads and bridges relating to Highway Department projects.

### Essential Job Functions

- A. Engineering
1. Works with other County design personnel in all aspects of highway design.
  2. Works with other employees engaged in design of all public roads, highways, bridges and related drainage structures and other governmental activities.
  3. Professional contact with outside survey, engineering, construction, or other miscellaneous service-oriented providers for the purposes of obtaining services, negotiate contracts for services, administering contracts and ensuring prosecution of work.
  4. Participates in preparing complete set of construction plans for highway projects.

5. Performs detailed engineering calculations and sizing of drainage structures in accordance with applicable engineering standards.
6. Performs detailed traffic engineering analysis and makes recommendations for roadway capacity and safety improvements.
- ~~6.7.~~ Designs infrastructure projects and produces roadway plans for letting to public bid.-

**B. Planning and Coordinating**

1. Coordinates with outside agencies (ALDOT, NRCS, Corps of Engineers, etc.) regarding project funding, permits, requirements and regulations for County projects.
2. Plans and schedules projects and specialized highway activities.
3. Assists in developing budgets for County Highway Department projects.
4. Assists with grant development and implementation.
5. Assists with reviewing engineering plans and calculations for private developments impacting County projects and infrastructure as needed.

**C. Miscellaneous**

1. Reads literature and attends formal training to improve knowledge and skills for both immediate and long-term application to the job.
2. Assist in coordinating disaster recovery.
3. Attend seminars and conferences related to job domains.
4. Must be highly motivated and organized.

**Knowledge, Skills, and Abilities**

1. Verbal skills to effectively communicate with the public and handle various requests from the public, other departments, and commissioners.
2. Math skills to accomplish any variety of civil engineering typical problems.
3. Writing skills to prepare reports and presentations.
4. Reading skills to read maps, blueprints, technical publications, etc.
5. Skills in planning and scheduling.
6. Knowledge of occupational safety and health requirements.
7. Hear well enough to understand normal conversations.
8. Technical skills to operate complex engineering or GIS related computer programs.
9. Microsoft Office products including Word, Excel, and PowerPoint.
- ~~9.10.~~ Proficient in various software used for roadway design and plan production.

**Other Characteristics**

1. Willing to work non-standard hours as necessary.
2. Willing to attend meetings and other work-related activities.
3. Have a valid Alabama driver's license.

**Minimum Qualifications**

1. Minimum of a Bachelor of Science degree in Civil Engineering from an Accredited University.
- ~~2. Willing to take and pass the Professional Engineering exam.~~ Registered Professional Engineer in Alabama.
- ~~2.3.~~ Minimum of five (5) years experience in transportation engineering.