

# Office Manager Jasper County, Iowa

**Job Title:** Office Manager

**Job Status:** Full-Time

**Category:** Non-Exempt

**Benefits:** Full

**Department:** Engineer's Office and Secondary Roads

**Supervisor:** County Engineer

**Duties of the Department:** Maintenance of the Secondary Roads System in Jasper County.

## **General Job Description:**

Manages general office, financial, and related clerical support tasks in support of the Secondary Roads Department in Jasper County.

## **Major Duties and Responsibilities**

- Manages the ledgers, cards and records by auditing and verifying invoices for proper prices, signatures, sales tax exemption, not previously paid, and related control and processing procedures.
- Posts invoices to various accounts according to Iowa Department of Transportation (DOT) codes; prepares claims to support invoice, submits to Auditor for processing.
- Code income received from various sources through the Treasurer's Office; prepares annual financial report indicating all expenditures and income received from various account categories.
- Oversee the maintenance of various employee logs and records relating to hours worked; sick and annual leave accrued and taken; compensatory time, worker's compensation and related payroll and personnel activity; pro-rated hours worked according to various account codes used by State and County Offices.
- Prepares payroll for County Engineer approval and enters payroll into system for processing.
- Leads the preparation and tracking of the secondary roads annual budget. Maintains revenue and expenditure data for budget preparation and tracks budget throughout the year. Periodically informs County Engineer of current spend and revenue projections.
- Assists with the preparation and submittal of the secondary roads annual report to the DOT.
- Answers the telephone, and two-way radio, relaying messages to appropriate office and field staff, assists the public at counter with various permits or questions or complaints; provides information and completes various permits; enters complaints received from residents (via phone or walk-ins) into Beacon programs.
- Types forms, correspondence, permits, reports and related documents for departmental staff.
- Prepare and process dust control information received from vendors: create maps for individuals blade territories. Balance dust control totals for season end reimbursement.
- Maintains various database records: processing of rock tickets; driveway, work in the right-of-way, utility permit records, and land corner records.
- Manage compliance with DOT Drug Testing requirements for workforce; schedule appointments and submit documents to the proper authorities.

- Responsible for knowing and following company policies and procedures as outlined in employee handbook and for following and adhering to instructions, requests, and task assignments as given by The County Engineer.

### **Minor Duties and Responsibilities**

- Attends and participates in work related training and in-service meetings.
- Reports any observable safety, company work policy or rules violations to supervisor immediately.
- Responsible in demonstrating due care for the property, facility, and proprietary information.
- Demonstrates adaptability in performing a variety of duties, frequently changing from one task to another of a different nature without loss of efficiency or composure.
- Responsible for conducting work in a timely and safe manner, following safety rules, and attending necessary training.
- Conducts other duties as assigned.
- Demonstrates the ability to maintain accurate and current employee and departmental records.
- Assist with the processing of record accounts payable invoices and monthly expenses; projects expenses; enter, manipulates, retrieve and balance financial and statistical information in usable form.

### **Qualifications for the Job**

#### General

- Must be able to perform receptionist functions, attending to general public and employees, follow directions and attend to work schedule.
- Must be able to speak and comprehend fluent English, both verbally and in writing, for communications, with Department Heads, employees, and general public.
- Must have knowledge of issues relevant to Engineers Office.
- Must stay current in regard to procedural/policy changes that directly impact services provided by department.

#### Computer Skills

- Working knowledge of Microsoft office (Excel, Access, and Word). Strong computer skills a plus.

#### Education

- High School Diploma or GED and at least five (5) years of finance, accounting, or related experience required
- Associate's degree in finance, accounting, or related field or at least ten (10) years of related accounting experience preferred
- FPC: Fundamental Payroll Certification Preferred



### **Key Competencies**

- Computer Skills, analytical skills and the ability to maintain Confidentiality and must be able to effectively
- communicate and understanding of the English language.

### **Physical Requirements**

- Must be able to communicate effectively with individuals on the phone and/or county radio system.
- Must be able to interact with individuals at the front counter with reasonable accommodations
- Must possess basic typing skills

# Assistant to the Engineer

## Jasper County, Iowa

**Job Title:** Assistant to the Engineer

**Job Status:** Full-Time

**Category:** Non-Exempt

**Benefits:** Full

**Department:** Engineer's Office and Secondary Roads

**Supervisor:** County Engineer

**Duties of the Department:** Maintenance of the Secondary Roads System in Jasper County

### General Job Description:

Assist the county engineer in the planning, designing, and execution of road, bridge, and drainage maintenance and construction projects. Oversee daily operations of the front office and provide support to the financial and clerical needs of the department.

### Major Duties and Responsibilities

- Under the direction of the County Engineer assist in the programming, surveying, plan and specification development, construction inspection, and material testing for secondary road, bridge, and drainage projects.
- Complete drainage area delineations, run basic structural and hydraulic analysis, establish vertical and horizontal alignments, determine roadway vertical and horizontal curvature, cross slopes and profiles, develop a list of pay items and quantities required and estimate the cost of the work.
- Assist the County Engineer with the submittal of plans and specifications to outside agencies for securing clearances as required by the processes established by Iowa Department of Transportation (DOT).
- Prepare bidding documents for locally let projects and manage local letting process. Assist the County Engineer with the project development process for letting projects through the DOT.
- Assist the County Engineer with easement records research; calculating area and cost of proposed right of way takes, temporary and permanent easements, and field survey staking of project areas during design and construction.
- Field verify construction and maintenance project work in process and upon completion for conformance to specifications. Also, ensure necessary inspection, testing, and documentation is completed during the project and submitted at project completion. Further, prepare and submit DOT or other agency project close out audits.
- Utilize computer programs and DOT Standards to develop bridge designs and evaluate existing designs for suitability. Also, maintain a folder of standard county bridge designs and records of their use.
- Develop and maintain roadway (paved and granular) assessment information. Utilize available online and field collected data to establish priorities for road construction projects and maintenance activities.
- Manage bridge inspection processes. Utilize inspection reports to establish priorities for bridge replacements and maintenance activities. Requires working with an outside consultant and in-house maintenance staff.
- Develop and maintain drainage structure (pipe and box culverts) assessments. Leverage the information to establish priorities for drainage structure construction projects and maintenance activities.
- Build competency with various technical operating manuals, standards, and specifications related to road, bridge, and drainage structure construction and maintenance. Develop a strong knowledge of materials, road surface types, traffic control devices, field testing, and standard and innovative maintenance practices.
- Gain competence in DOT procedures and processes as it relates to federal, state, and locally funding projects.



- Develop and maintain the County Standard Specifications. Coordinate standard specifications with the county planning and zoning department.
- Review construction/subdivision plats and plans for conformance with County Standard Specifications, Jasper County Subdivision Ordinances, and other applicable local, state, and federal standards, policies, and codes.
- Review utility permits submitted by various individuals or companies to use the Secondary Road right of way for such purposes as utility installation including communications, power transmission, and water line within the right of way and along and across county roads. Provide recommendations on utility permits to the County Engineer.
- Review work within right of way permits submitted by various individuals or companies to use the Secondary Road right of way for such purposes as roadway regrading, shaping, and placement of granular materials and drainage work along and across county roads. Provide recommendations on work within right of way permits to the County Engineer.
- Review and approve field entrance and driveway permits. Also, manage overall field entrance and driveway permitting process and develop possible changes to policy.
- Inspect permitted work by individuals or companies within the secondary road right-of-way. Provide feedback to the permittees and bring up disputed findings to the County Engineer. Also, document unpermitted work and provide findings to the County Engineer.
- Conduct traffic counts and studies and evaluate warrants for intersection design changes and roadway signage requests. Requires working with the latest version of the Manual on Uniform Traffic Control Devices (MUTCD).
- Prepare the Secondary Roads Annual report submittal to the DOT.
- Receive inquiries or complaints and complete various related public relations duties as assigned; aid Maintenance Superintendent in field construction and maintenance activities; perform related technical engineering duties as assigned by County Engineer.
- Maintain the Governmental Accounting Standards Board (GASB) records for the County Engineer to report to the State Auditors.
- Maintain Transportation Program Management System (TPMS) records on the Iowa County Engineers Service Bureau site.
- Assist the County Engineer in identifying and securing grants and other alternative funding sources.
- Responsible for knowing and following company policies and procedures as outlined in employee handbook and for following and adhering to instructions, requests, and task assignments as given by the County Engineer.

#### **Minor Duties and Responsibilities**

- Posts invoices to various accounts according to Iowa Department of Transportation (DOT) codes; prepares claims to support invoice, submits to Auditor for processing.
- Oversee the maintenance of various employee logs and records relating to hours worked; sick and annual leave accrued and taken; compensatory time, worker's compensation and related payroll and personnel activity; pro-rated hours worked according to various account codes used by State and County Offices.
- Prepare payroll as needed for County Engineer approval and enters payroll into system for processing.
- Oversee annual dust control process. Prepare and process information received from vendors: create maps for individuals blade territories. Balance dust control totals for season end reimbursement.
- Maintain various database records: processing of rock tickets; driveway, work in the right-of-way, utility permit records, and land corner records.
- Manage compliance with DOT Drug Testing requirements for workforce; schedule appointments and submit documents to the proper authorities.
- Cover the phones and counter as needed.



## **Qualifications for the Job**

### **Education:**

- Associate's degree from an accredited college or university in a construction or engineering related field or High School Diploma or GED and ten (10) years of construction or engineering related experience required.
- Bachelor's degree from an accredited college or university in a construction or engineering related field preferred.

### **Experience:**

- Proficient with Microsoft office (Excel, Access, and Word). Strong computer skills a plus.
- Knowledge and experience with Autodesk Civil 3D preferred
- Knowledge and experience with DOT preferred, particularly with Federal-Aid projects
- Knowledge and experience with hydraulic modeling software a plus
- Basic knowledge of surveying and surveying equipment required
- Basic knowledge of the practices and principles of accounting and finance

### **Other:**

- Ability to maintain a high level of confidentiality with sensitive information
- Strong problem-solving skills with a high level of attention to detail and accuracy
- Ability to adapt to a fast paced, changing work environment and respond well under stress to ensure all deadlines are met
- Ability to effectively lead the work activities of others without authority.
- Excellent communication and customer service skills required
- Flexibility to work additional hours when needed or to provide support to staff
- Must possess a valid Iowa driver's license and a good driving record
- Knowledge of the inner workings of a county road department preferred
- Iowa DOT certifications in HMA, PCC and Aggregate inspection highly preferred

## **Key Competencies**

- Working knowledge of construction and engineering.
- Basic understanding of the preparation of plans, specifications, and administration of civil engineering or general construction projects.
- Basic awareness of land and engineering survey techniques
- Willingness to learn the standards of safety as related to civil engineering design and specifications.
- Willingness to establish and maintain effective working relationships with engineers, contractors and public officials.
- Ability to develop and complete verbal presentations and technical reports.
- Ability to prepare cost estimates, material lists and specification data; ability to conduct engineering inspections.

## **Physical Requirements**

- Must be able to legally operate a County vehicle throughout the County.
- Must be able to communicate effectively with individuals on the phone and/or county radio system.
- Must be able to interact with individuals at the front counter with reasonable accommodations
- Must be able to lift, carry, push, and pull objects greater than fifty (50) pounds.
- Must be able to bend, stoop, and crouch in all weather conditions and terrains.
- Must possess proficient typing skills