



VACANCY ANNOUNCEMENT

Position: Contracts Service Engineer (FT)
Starting Pay Rate: \$31.18/hr
Posting Date: January 17, 2024

Department: Public Works
FLSA Status: Non-Exempt
Closing Date: Open Until Filled

Job Summary:

This position performs a variety of technical duties and public relations in support of the Public Works and Capital Projects departments.

Major Duties:

- Assists the Capital Projects Manager in overseeing all capital projects, and during Capital Project Manager's absence will oversee all capital projects.
- Assist with the annual assessment, prioritizing, and working with GDOT of all Habersham County bridge structures.
- Assist with the annual LMIG road selections, grant preparation, RFP, and subcontractor selection for the resurfacing of Habersham County roads.
- Assists Public Works Director in management of state and federal grants/contracts.
- Assist the Public Works Director with construction projects.
- Performs traffic studies, ROW locations, and reservoir inspections.
- Research of county roads and property records, deeds, plats, etc.
- Assist in gathering project specific information and inspecting existing conditions for proper RFQ/RFP or contract verbiage.
- Assist the Public Works Director and/or the Assistant Public Works Director with the establishment, engineering, and staking of county roadway centerlines, drainage structures, grade controls and right of way limits for proposed road improvements.
- Assist the Public Works Director in the development of annual capital and operations budgets.
- Creates and maintains road and bridge files.
- Keeps records of materials on hand and obtains quotes for materials and supplies needed for department and SPLOST projects.
- Assist in calculating materials for road and bridge projects.
- Performs other related duties as assigned by the Public Works Director.

Minimum Qualifications:

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Experience to thoroughly understand the work of subordinate positions, to be able to answer questions and resolve problems, usually associated with one to three years' experience or service in public works, road/bridge maintenance, airport, and or related field.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Knowledge of computer applications including Microsoft Office
- Ability to understand construction plans and GDOT specifications.

The successful candidate must complete a Background/Reference Check and Pre-Employment Drug Screening prior to the start of employment.

To Apply: All applicants must complete a Habersham County employment application. Applications can be found online at www.habershamga.com. Applications and a detailed job description can be picked up at the Habersham County Human Resources Department, Administration Building located at 130 Jacob's Way, Clarkesville, GA 30523 in room 303. For more information please call (706) 839-0214.