



LAKE COUNTY GOVERNMENT CENTER
2293 NORTH MAIN STREET
CROWN POINT, IN 46307

(Internal / External)

Department: **County Surveyor's Office**

Position: **Assistant Drainage Administrator**

Classification: **Full Time**

FLSA: **Non-Exempt**

Direct Reports: **0**

Reports to: **Drainage Administrator / Chief Deputy / County Surveyor**

Requirements: This position requires knowledge of Drainage Department operations, and a Bachelor's degree or higher in Engineering or a related field that includes administration and supervisory experience in the public or private sector, or any equivalent combination of education and experience that provides the requisite knowledge, skills, and abilities for this job. A valid Indiana Driver's License is required.

This position requires knowledge of construction techniques, materials, and equipment applicable to the maintenance and construction of County regulated drains, gained through experience or a related field.

Purpose of Position/Summary: Responsible for assisting in the overall operations of the Drainage Department, including supervision of personnel, short and long-range planning, and implementation of overall Department policies and goals. Requires knowledge of budget preparation, administration, and estimation of materials costs. Serves on 24-hour call and must be able to work extended hours during emergency situations or as otherwise determined by the Drainage Administrator or County Surveyor.

Essential Duties/Responsibilities: In addition to consistent and reliable attendance, the following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Assists in the implementation of all projects, ensuring that adequate materials and equipment are available
- Performs routine inspections of job sites to evaluate progress and ensure quality of work
- Orders materials/supplies necessary for projects and operations of the clearing and snagging crew
- Maintains contact with contractors to coordinate work within project timeframes
- Performs frequent inspections of County regulated drains to determine maintenance work needed
- Supervises and directs the activities of clearing and snagging crew personnel, including delegation of authority, resolution of employee disputes, training, and evaluation of duties
- Receives and investigates public complaints regarding drainage concerns, determines validity of complaints, and initiates projects as needed
- Inspects equipment and facilities on a regular basis, directing repairs or clean up as needed
- Monitors ditches and weather conditions on a continual basis, ensuring that necessary and adequate personnel and equipment are available to meet changing conditions
- Attends meetings as required, including Drainage Board, Board of Commissioners and County Council meetings, and prepares and presents reports and request forms for transfers or additional funds as necessary
- Works in conjunction with the County Surveyor and Drainage Administrator to prepare the annual ditch work program
- Reviews Department supplies and materials and makes recommendations to the County Surveyor and Drainage Administrator
- Coordinates long-term projects involving replacement of trucks and other equipment, prepares bid specifications for equipment purchase, and makes purchasing recommendations to the County Surveyor and Drainage Administrator

OTHER DUTIES:

- Works closely with the Surveying Department and Lake County Highway Department to resolve issues
- Performs other related duties as assigned

PHYSICAL REQUIREMENTS OF THE POSITION:

Tasks involve the ability to exert moderate but not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing, and pulling objects and materials generally of moderate weight, but may require some heavy lifting.

RESPONSIBILITY FOR SAFEGUARDING ASSETS:

As outlined in the Lake County Human Resources Manual

RESPONSIBILITY FOR RESULTS:

Work performed on a consistent basis to the satisfaction of the Drainage Administrator and the County Surveyor.

KNOWLEDGE/SKILLS:

Bachelor's degree or higher in Engineering or a related field that includes administration and supervisory experience in the public or private sector, or any equivalent combination of education and experience that provides the requisite knowledge, skills, and abilities for this job.

SPECIFIC SKILLS INCLUDE:

- **Data Utilization:** Requires the ability to perform mid-level data analysis including the ability to manage, evaluate, audit, deduce, assess, conclude, and appraise. Requires the ability to draft revisions to policies, procedures, goals and objectives based on analysis of data and information.
- **Human Interaction:** Requires the ability to perform in a supervisory capacity. Requires the ability to persuade, convince, and train others. Requires the ability to advise and provide interpretation regarding the application of policies, procedures, and standards to specific situations.
- **Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division, as well as calculate percentages and decimals. May require the ability to perform mathematical operations with fractions, compute ratios and proportions, and calculate surface areas, volumes, weights, and measures.
- **Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness, and creativity in situations involving the evaluation of information utilizing sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.
- **Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver, and/or provide simple but continuous adjustment on equipment, machinery, and tools such as a computer and other office machines, trucks, chainsaws, and other machinery.
- **Sensory Requirements:** Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds, tastes, odors, and textures associated with job-related objects, materials and tasks.
- **Environmental Factors:** Essential functions may risk exposure to environmental risk such as temperature extremes, electric currents, noise extremes, machinery, and traffic hazards.

All Resumes and applications must be sent to Lake County Human Resources Department

**Attn: Human Resources
2293 North Main Street
Crown Point, IN 46307**

Application are located on the 3rd floor of the Government Center in Human Resources