

## ENGINEERING INSPECTOR POSITION

The Kossuth County Engineer's Office is accepting applications for a full-time Engineering Inspector position. The individual will be responsible for inspection of various road and structure projects. The applicant should have good communication skills, strong math and science skills, experience working with personal computers and tablets, experience with database software and with Microsoft Office Suite (Word, Excel, Publisher & Outlook), and a strong work ethic. The applicant must possess or have the ability to obtain the necessary Iowa Department of Transportation materials testing, sampling, and construction inspection certifications. The applicant will be required to possess a valid state of Iowa driver's license. The salary range for this position will depend on experience. An application may be obtained at the office of the Kossuth County Engineer, 114 West State Street, Algona, IA, 50511 or <https://kossuthcounty.iowa.gov/careers.php>. Applications will be accepted until July 11, 2025 or until the position is filled.

KOSSUTH COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

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Position: ENGINEER AIDE / INSPECTOR

Reports To: County Engineer

FLSA Status: Non Exempt

Duties: Under general direction, performs technical and limited administrative work assigned for engineering, construction and maintenance projects within the county.

Performs engineering duties in planning, designing and testing.

Assists in preparing plans and estimates for construction projects.

Prepares and lays out field work for such projects.

Keeps management informed of the progress of various engineering matters.

Assists County Engineer's Office in a variety of information databases.

May serve as chief project inspector checking for compliance with plans and specifications.

Performs related work as directed.

Requirements: Graduation from high school or GED equivalent with demonstrated abilities in mathematics.

Possession of or ability to obtain Iowa DOT Certified Technicians Certificates in Materials, Portland Cement Concrete and Hot Mix Asphalt.

Knowledge of construction specifications that govern highway maintenance and construction work.

Knowledge of computers and computer aided drafting.

Knowledge of Microsoft Office Suite (Word, Excel, and Outlook), and ability to learn and operate applicable database software.

Ability to establish and maintain effective working relationship with fellow employees and the public.

# PHYSICAL REQUIREMENTS & WORKING CONDITIONS WORKSHEET

R= RARELY, LESS THAN 15% OF TIME

O = OCCASIONALLY, 15% - 40% OF TIME

F = FREQUENTLY, 40% - 70% OF TIME

C= CONSTANTLY, MORE THAN 70% OF TIME

COMPANY: KOSSUTH COUNTY

JOB TITLE: ENGINEERING AIDE - SECONDARY ROADS

DATE: December 29, 2016

PHYSICAL DEMANDS	N/A	R	O	F	C		N/A	R	O	F	C		N/A	R	O	F	C
Standing				x		Stooping 15-20%			x			Feeling					x
Walking				x		Kneeling			x			Talking				x	
Sitting			x			Crouching			x			Hearing: Speech					x
Lifting-Max. Weight 50#			x			Body Pivoting			x			Hearing: All Ranges					x
Carrying-Max. Weight 50#			x			Repetitive Motions			x			Seeing-Reading					x
Pushing-Max. Force 50#			x			Crawling		x				Seeing-Distant					x
Pulling-Max. Force 50#			x			Reaching, high, low, level			x			Depth Perception					x
Climbing- Stairs			x			Grasping		x				Color Vision				x	
Climbing- Ladders			x			Finger Dexterity			x								
Balancing			x														
Climbing up into equipment		x															
Working Conditions	N/A	R	O	F	C		N/A	R	O	F	C		N/A	R	O	F	C
Extreme Cold-Below 32°F		x				Vehicle Use-Highway				x		Chemicals					
Extreme Heat-Above 100°F		x				Vehicle Use-Property			x			List:					
Dryness			x			Working/ people				x		Household Hazardous Waste		x			
Wetness			x			Working alone			x								
Humidity-Above 90%		x				Airborne Contaminants		x									
Confined Spaces	x					(List those normally											
Elevated Heights		x				in work area)											
Noise-Over 85 Decibels			x			Dust, Environmental Waste		x									
Moving Equipment		x															
Vibrating Equipment		x															
PROTECTIVE EQUIP. REQUIRED	N/A	R	O	F	C		N/A	R	O	F	C		N/A	R	O	F	C
Respirator-Breathing Apparatus	x					Special Clothing:											
Special Eye Protection			x			Arms, Hands, Fingers		x									
Hearing Protection			x			Legs, Feet, Toes		x									
Head Protection			x			Body Protection:		x									
						Leather Gloves, Long Pants, Work Shoes					x						

ADDITIONAL INFORMATION (INCLUDE "PREFERRED" REQUIREMENTS AND ADD COMMENTS WHICH SUPPORT OR DEFINE "ESSENTIAL" REQUIREMENTS.)

Over-time may be required.

Working in extreme cold required frequently in winter months.

FEDERAL AND STATE LAW PROHIBIT DISCRIMINATION FOR PHYSICAL OR MENTAL DISABILITY UNLESS THE DISABILITY PRECLUDES PERFORMANCE OF THE ESSENTIAL FUNCTIONS OF THE JOB (WITH OR WITHOUT REASONABLE ACCOMMODATION) OR WOULD BE A HAZARD TO THE EMPLOYEE OR HIS/HER FELLOW WORKERS. ITEMS CHECKED ABOVE APPLY TO THE SPECIFIC JOB SHOWN ABOVE.

# KOSSUTH COUNTY SECONDARY ROAD DEPARTMENT APPLICATION FOR EMPLOYMENT

(PRE-EMPLOYMENT QUESTIONNAIRE) (AN EQUAL OPPORTUNITY EMPLOYER)

## PERSONAL INFORMATION

DATE

DRIVERS LICENSE NUMBER

NAME

LAST

FIRST

MIDDLE

PRESENT ADDRESS

STREET

CITY

STATE

ZIP

PERMENENT ADDRESS

STREET

CITY

STATE

ZIP

PHONE NO.

ARE YOU 18 YEARS OR OLDER?

Y

N

ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED IN THIS COUNTRY DUE TO VISA OR IMMIGRATION STATUS? Y N

## EMPLOYMENT DESIRED

POSITION

DATE YOU  
CAN START

SALARY  
DESIRED

ARE YOU EMPLOYED NOW?

IF SO, MAY WE INQUIRE  
OF YOUR PRESENT EMPLOYER?

EVER APPLIED TO THIS COMPANY BEFORE?

WHERE?

WHEN?

REFERRED BY:

EDUCATION	NAME AND LOCATION OF SCHOOL	*NO OF YEARS ATTENDED	*DID YOU GRADUATE	SUBJECTS STUDIED
GRAMMAR SCHOOL				
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL				

## GENERAL

DO YOU POSSESS A CURRENT CLASS A COMERCIAL DRIVERS LICENSE?

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK:

SPECIAL SKILLS:

ACTIVITIES: (CIVIC, ATHLETIC, ETC.):

U.S. MILITARY OR  
NAVAL SERVICE

RANK

PRESENT MEMBERSHIP IN  
NATIONAL GUARD OR RESERVES

EXCLUDE ORGANIZATIONS, THE NAME OF WHICH INDICATES THE RACE, CREED, SEX, AGE, MARITAL STATUS, COLOR OR NATION OF ORIGIN OF ITS MEMBERS

\*This form has been revised to comply with the provisions of the Americans with Disabilities Act  
and the final regulations and interpretive guidance promulgated by the EEOC on July 26, 1991.

**FORMER EMPLOYERS** (LIST PREVIOUS EMPLOYERS, STARTING WITH LAST ONE FIRST.)

DATE MONTH AND YEAR	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				
FROM				
TO				

WHICH OF THESE JOBS DID YOU LIKE BEST?

WHAT DID YOU LIKE THE MOST ABOUT THIS JOB?

**REFERENCES:** GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

NAME	ADDRESS	BUSINESS	YEARS AQUAINTED
1.			
2.			
3.			

IN CASE OF EMERGENCY NOTIFY:

NAME	ADDRESS	PHONE NUMBER
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I CERTIFY THAT ALL STATEMENTS MADE ON OR IN CONNECTION WITH MY APPLICATION ARE TRUE, COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. I UNDERSTAND AND AGREE THAT ANY MISSTATEMENTS OR OMISSIONS OF MATERIAL FACT SUBJECT ME TO DISQUALIFICATION OR, IF HIRED, DISMISSAL. I GIVE KOSSUTH COUNTY PERMISSION TO COMPLETE A BACKGROUND INVESTIGATION ON ME AND TO FURTHER GIVE THE INVESTIGATION RESULTS TO THE KOSSUTH COUNTY ENGINEER.

DATE SIGNATURE

***DO NOT WRITE BELOW THIS LINE***

INTERVIEWED BY DATE

REMARKS:

HIRED: DATE REPORTING TO WORK