

ENGINEERING TECHNICIAN

JOB PURPOSE AND SUMMARY

Performs responsible office and field engineering duties within the Departments of Community Development and Public Works. Assignments and duties may include surveying, construction inspection, materials laboratory, water quality programs, bridge inspection, maintenance of Geographic Information Systems (GIS) and transportation management. Provides support for department engineers by performing calculations, information gathering, and record keeping. May act as a lead person in field surveying projects.

CLASSIFICATION DISTINCTIONS

This is the journey or fully experienced level in the Engineering Technician job family. Incumbents perform the full range of skilled and semi-professional duties under general supervision. The next higher level, Senior Engineering Technician is distinguished by responsibility for the most complex or advanced activities or serving as lead supervisors over other technicians and engineering support personnel. The next lower level, Assistant Engineering Technician, is the entry level for inexperienced technicians.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES:

- Inspects construction work on complex projects for developing and improving roads, bridges drainage structures and traffic control devices.
- Computes and tracks cuts, fills and quantities on construction projects
- Completes daily inspection reports
- Responds to inquiries and complaints from property owners, businesses and the general public regarding engineering projects
- Acts as a liaison for residents affected by projects
- Reviews project plans and archives data from projects
- Performs tests on materials for quality, strength, compaction, and other related criteria
- Collects and maintains base data for engineering studies
- Performs research activities in County and State records
- Assists engineers in field water quality/quantity monitoring
- Leads survey team in location surveys
- Collects water samples for delivery to labs for testing
- Read and interpret plans and specifications to ensure that projects are built to contract standards
- Coordinate work between developers and public agencies

QUALIFICATIONS

- An AS in Engineering Technology (or equivalent experience) and 2-3 years experience in a position equivalent to Assistant Engineering Technician i.e. construction inspection, civil engineering role. A Bachelors Degree in Civil Engineering or related field may be substituted for the required experience.

Knowledge of....basic engineering principles, practices, the techniques and equipment involved, physical and mathematical sciences, basic construction practices and safety requirements.

Ability to....interpret construction plans and specifications, use a personal computer, interact with the public and/or contractors, operate basic surveying and test equipment, and perform technical research work on routine engineering problems.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

Incumbents are required to work both in an office setting and outdoors with exposure to inclement weather conditions, construction sites, and heavy equipment. Subject to working long hours, weekends and evenings.

Essential tasks include use of the telephone, personal computers, office equipment, writing, driving a county of personal vehicle to travel to various work sites. Must be able to effectively communicate to a wide variety of individuals both formally and informally to include over-the-phone and face-to-face exchanges, must be able to read and interpret construction plans and specifications. Must be able to lift up to 50 lbs.

REVISED: 2-22-98
OFFICE USE: 6/22/00