

JOB DESCRIPTION

Position: Engineering Technician
Department: Secondary Roads
Reports to: County Engineer
FLSA Status: Non-Exempt
Date: January 9, 2019

Job Summary

Under general supervision, this position performs skilled technical work related to maintenance and construction of county roads and right-of-ways, including surveying, drafting, design, field inspection, and project administration. Position also provides administrative, accounting, and clerical support to the County Engineer's Office.

Job Responsibilities

1. Participates in a variety of complex engineering duties associated with the plan, design, and cost estimation of highways, bridges, drainage systems and other civil engineering projects.
2. Facilitates project programming, environmental clearances, bidding procedures, contracts, and other project development activities.
3. Serves as project inspector on various construction and maintenance projects, including paving and grading operations, gravel quarries, concrete plants, bridge construction, erosion control, crack sealing, and asphalt patching.
4. Collects samples and performs field tests on aggregates, asphalt, concrete, and other construction materials.
5. Prepares progress reports, payment vouchers, diaries, testing reports, and other documentation related to construction project administration and close-out.
6. Assists in field surveys related to establishing property lines, benchmarks, grades, alignments or other county road construction and maintenance projects.
7. Maintains data base and inventory for signage, roads, bridges and culverts; assists in developing roadway sign recommendations.
8. Reviews, approves, and issues oversize/overweight, entrance, right-of-way, and utility permits.
9. Assists with purchasing materials, equipment inventory, and maintenance and construction records.
10. Maintains safety policies and performs and keeps record of safety inspections and training.
11. Provides clerical support to the office, including purchase orders, payroll processing, and claims.
12. Interacts with the public to respond to complaints regarding erosion, drainage, contractor operations, etc.
13. Other duties as needed and assigned.

Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description. The County reserves the right to change or reassign job duties or combine positions at any time.

Qualifications

Education and Experience

High school diploma or GED required. Two (2) years of college or university training in drafting, civil engineering technology or related technical program is preferred. College or university training in business administration or related program a plus.

Two (2) years work experience in construction management, civil engineering, surveying, materials testing, or related field preferred. Experience with drafting software, GIS, and/or budgeting and finance is beneficial.

Certifications and Licenses

Iowa DOT Level 1 HMA and Level 2 PCC Certifications required within two (2) years of hire. Recertification required thereafter as necessary. State of Iowa Driver's License required. Must maintain drug free environment and pass pre-employment physical and drug screening.

Knowledge and Skills

Ability to read, analyze, and interpret maps, engineering drawings, and similar type documents; knowledge of IDOT standards and specifications; ability to understand and follow verbal and written instructions; ability to make applicable mathematical computations such as fill height, pipe length, concrete volume, and other project quantities; ability to perform engineering drafting work; knowledge and ability to interpret OSHA requirements; ability to establish and maintain effective working relationships with other County employees and the general public; thorough knowledge of MS Office.

Physical Requirements and Work Environment

Must be able to sit, stand, walk, and drive an automobile. Must be able to move equipment or material samples weighing up to 50 pounds over a variety of rough terrain. Work is performed both in an office setting and outside. Outdoor work environment may involve exposure to extreme temperatures, adverse weather conditions, moving machinery, noise, dust, vibrations and fumes.

All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities.

EMPLOYEE POSITION ACCEPTANCE:

I fully understand what is required of me in this position and hereby accept and agree to perform the tasks required to the best of my abilities.

Employee

Date