

Engineering Technician

Dept/Div: Highway

FLSA Status: Non-Exempt

General Definition of Work

Performs difficult skilled technical work designing, constructing, inspecting and maintaining the County's road and bridge system, and related work as apparent or assigned. Work is performed under the limited supervision of the Technician Supervisor.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Determine methods of quantity calculations and assignment of contract items of work; assures grade alignment, cross sectional and erosion control elements are properly interpreted per standard guidelines, policies and laws
- Assure preparation of right-of-way plans and documents comply with design construction limits; reviews soil and geotechnical reports for assistance in design criteria
- Participate in the inspection of complex grading, paving and bridge construction projects per standard guidelines, policies and laws; verify and enter daily work performed quantities; perform daily diary entries and weekly progress schedules
- Review weekly payroll; prepares pay estimates and review progress schedules with contractor; direct and participate in the measurement and testing of project material per contract specifications
- Represents County Engineer on construction sites; makes recommendations on change orders and supplemental agreements.
- Perform annual bridge inventory inspections/inventory; documents inspections per state and federal requirements; reports conditions to Department Engineer; serve as team leader on bridge safety inspections
- Report any accident or incident which results in property damage or personal injury; report hazards.

Knowledge, Skills and Abilities

Thorough knowledge of County and departmental policies, practices and procedures; general knowledge of equipment manuals, policy and procedure manuals; thorough knowledge of vehicle maintenance reports, attendance records and time sheets; general knowledge of maps; thorough knowledge of Standard Specifications for Construction; Materials Lab Supplemental Specifications for Construction; bridge/grading/paving construction plans, equipment manuals, Pine County geography, bridge inspection manuals; thorough ability to prepare daily diary, quantity diary, weekly report, Bridge Safety Inspection Report, Bituminous Plant Certification Report, Materials Certification Exceptions Summary, pile driving reports, work/change orders; general ability to operate standard office equipment, boat and vehicle; thorough ability to operate testing and surveying equipment; general knowledge of standard office software; comprehensive knowledge of Autocad Civil 3D, OneOffice Record Account, Sims Structure information management system; ability to make arithmetic computations; compute rates, ratios and percentages; knowledge of governmental accounting practices; knowledge of algebra, geometry, trigonometry, quantity and space

Education and Experience

Associates/Technical degree in Civil Engineering/Technology, or related field and extensive experience, or equivalent combination of education and experience.

Engineering Technician

Dept/Div: *Highway*

FLSA Status: *Non-Exempt*

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of over 100 pounds of force; work has no physical activity requirements; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to fumes or airborne particles, exposure to outdoor weather conditions and Traffic and occasionally requires working near moving mechanical parts, working in high, precarious places, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock and exposure to vibration; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Special Requirements

Bituminous Plant I
Bituminous Street Level I & II
Concrete Plant I
Concrete Field Level I&II
Grading and Base Level I & II
Erosion Control Installer
Site Management
Design/Construction SWPPP
Bridge Construction I & II
Bridge Safety I & II
Valid driver's license in the State of Minnesota.