

Technician Supervisor

Dept/Div: Highway

FLSA Status: Non-Exempt

General Definition of Work

Performs difficult skilled technical work providing assistance for the overall administration of the Department, managing projects, inspecting and designing County infrastructure, and related work as apparent or assigned. Work is performed under the limited supervision of the County Engineer. Divisional supervision is exercised over those assigned.

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

- Serve as division head for engineering; supervises and coordinates the activities of division staff regarding engineering, constructing, and surveying.
- Develops, maintains and schedules progress of projects and intervenes as necessary to ensure completion.
- Performs evaluation and study of strategic five-year road and bridge road program; formulates and evaluates long-term and short-term highway projects within the Engineering Division.
- Coordinates and prepares the Engineering Division budget; responsible for monitoring and approving expenditures.
- Supervises staff in the development and design of construction plans, and reviews work for compliance with appropriate standards, guidelines, policies, and engineering practices; determines right-of-way needs and reviews plans for potential mitigation of right-of-way damages.
- Supervises staff in the inspection and surveying of construction projects; serves a project manager for county construction projects; reviews time sheets, project overruns, change orders, work orders, and supplemental agreements; resolves contract claims and issues when they cannot be resolved by project inspector; negotiates with contractors, and the public for acceptable solutions to a variety of constructions related problems during the construction process.
- Directs and coordinates the selection, training and evaluations of assigned personnel; provides and coordinates staff training; provides recommendation to County Engineer regarding hiring, promotions, discipline, and termination procedures.
- Supervises and coordinate the annual county bridge inventory inspections; analyzes findings and make recommendations to the county Engineer and Township officials.

Knowledge, Skills and Abilities

Thorough knowledge of County and departmental policies, practices and procedures; comprehensive knowledge of MN DOT Design and Construction Manuals, MN Standard Specifications for Highway Construction Materials, Civil Engineering principles and practices, Highway Construction methods and equipment operations; ability to determine material qualities and quantities; comprehensive knowledge of construction and survey principles, comprehensive knowledge of implementing design criteria; comprehensive knowledge of change orders, work orders and supplemental agreements; ability to write reports and process pay estimates, thorough knowledge of standard office equipment, ability to operate material testing, surveying and inspection equipment; ability to operate vehicles; thorough knowledge of standard office software; comprehensive knowledge of Autocad Civil 3D design software, One-Office software for construction and accounting records, Proval and SIMS bridge inventory programs; ability to perform algebraic, geometric and trigonometric calculations; ability organize and prioritize work and deal constructively with staff, contractors and members of the public.

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Education and Experience

Associates/Technical degree with coursework in Civil Engineering Technology, or related field and extensive experience highway or bridge design, inspections, construction and/or CADD operations, or equivalent combination of education and experience.

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 regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking, reaching with hands and arms and repetitive motions and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision 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, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to outdoor weather conditions, exposure to extreme heat (non-weather), exposure to the risk of electrical shock, exposure to vibration and Construction and heavy equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Special Requirements

Bridge Safety Inspection Team Leader
Erosion Control
Site Management
Design SWPPP
Inspector/Installer Aggregate Production Level I
Bituminous Plant Level I
Concrete Plant Level I
Grading and Base Level I&II
Concrete Field Level I&II
Bridge Construction Level I&II
Bituminous Street Level I&II
CADD Training
Material and Labor Compliance Training
SIMS Bridge Inventory Training
Valid driver's license.