

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: ENGINEERING TECHNICIAN I / II
CLASS CODE: I – 7005 / II - 3043
FLSA STATUS: NON-EXEMPT
SUPERVISORY STATUS: NONE
EFFECTIVE DATE: 6/19/2015 (REVISED 5/20/2015 VERSION)
DEPARTMENT: PUBLIC WORKS

JOB SUMMARY

Under direction, performs various duties in supporting, inspecting, and managing County roads and other public works projects.

CLASS CHARACTERISTICS

Engineering Technician I: This is the entry engineering technician classification level relating to County development projects, roads and signs, and Storm Water regulation compliance.

Engineering Technician II: This is the primary engineering technician classification level relating to County development projects, and Storm Water regulation compliance.

ESSENTIAL FUNCTIONS

Engineering Technician I:

Repairs, replaces, and creates new County signs as needed.
Assists in performing inventory and inspections of County roads, bridges, signs, and County properties.
Orders signage supplies and materials as needed.
Assists in performing inspections for excavation and access permits.
Assists in the inspection of subdivisions to ensure conformance to plans and adherence to County development standards.
Assists in the management and site inspection of construction projects.
Supervises and coordinates projects with contractors and developers.
Inspects County projects including chip sealing, drainage, road maintenance, safety, signing, and road and bridge construction.
Collects data on County projects.
Inspects quality control efforts on County construction projects.
Assists with reviewing Storm Water Management Plans for construction projects within the County.
Assists with inspections of construction projects to ensure compliance with Storm Water regulations.

ADDITIONAL RESPONSIBILITIES MAY INCLUDE:

Assists in the forming and pouring of concrete footings, slabs, and walls.
Assists in the framing and erecting of small structures.
Assists in maintaining flood channels and debris basins including cleanup, monitoring for unsafe conditions, and adjusting discharge rates.

Engineering Technician II (in addition to the functions described above):

Designs and creates construction and as-built drawings for County projects.
Designs office space for remodeling projects in County buildings.
Assists in the management and inspection of projects (both Utah County projects and private contractor projects) throughout Utah County.
Conducts bridge assessments with the State Bridge Inspectors and resolves identified concerns.
Assists in railroad crossing inspections and assessments to ensure inspection emphasizes safety and liability

CLASS TITLE: ENGINEERING TECHNICIAN I / II

CLASS CODE: I – 7005 / II – 3043

PAGE 2

considerations.

Performs traffic counts.

Assists with civil and surveying design using the CAD and ArcGIS computer systems.

Assists with field activities on County projects.

Maintains assessment files, project diaries, and various reports.

Reviews Storm Water Management Plans for construction projects within the County.

Inspects construction projects to ensure compliance with Storm Water regulations.

Performs inspections of County-owned facilities for compliance with Storm Water regulations.

Creates and maintains a current Storm Water System map.

KNOWLEDGE, SKILLS, AND ABILITIES

Engineering Technician I:

Basic knowledge of:

Storm Water regulations.

Knowledge of:

The principles and practices of traffic control, signage, and pavement marking.

Access permit requirements.

County development standards.

Skill in:

Reading, writing, and basic math.

Pouring and forming concrete.

Use of power equipment and hand tools.

Operating and maintaining field engineering equipment.

Directing the work of others.

Ability to:

Maintain cooperative relationships with those contacted in the course of work activities.

Respond quickly and effectively in emergency situations.

Read and interpret standard construction plans and maps.

Communicate effectively verbally and in writing.

Follow written and oral instructions.

Engineering Technician II (in addition to the knowledge, skills and abilities listed above):

Knowledge of:

Computer programs including Computer Aided Drafting.

Surveying and engineering principles and construction practices.

Storm Water regulations and best management practices.

Skill in:

Document composition.

Interpersonal communication.

Algebra, trigonometry, geometry, surveying, advanced math, and applied engineering calculations.

Analytical problem solving.

Ability to:

Maintain files, records, and reports.

Coordinate multiple tasks effectively.

CLASS TITLE: ENGINEERING TECHNICIAN I / II

CLASS CODE: I – 7005 / II – 3043

PAGE 3

PHYSICAL DEMANDS

Regularly:

Walk, stand, or stoop.

Lift or otherwise move objects weighing up to 100 pounds.

Ascend or descend ladders, scaffolding, ramps, poles, and the like.

Use tools or equipment requiring a high degree of dexterity.

Drive a motor vehicle.

Work for sustained periods of time maintaining concentrated attention to detail.

Need to distinguish between shades of color.

Communicate via radios.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an office with a computer and occasionally outdoors in hot, cold, or inclement weather. Work is performed occasionally in a partially environmentally controlled building. Work exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation. Work exposes incumbent to possible bodily injury from moving mechanical parts of equipment, tools, or machinery. Work requires use of protective devices such as masks, goggles, and gloves. Work exposes incumbent to possible bodily injury when performing field work.

EDUCATION AND EXPERIENCE

Engineering Technician I: High school diploma; and three (3) years work experience performing civil engineering activities. Equivalent combinations of education and work experience may be considered.

Engineering Technician II: Associate's Degree in Civil Engineering, Drafting Technology or Surveying; and two (2) years work experience performing civil engineering activities. Equivalent combinations of education and work experience may be considered.

LICENSING, CERTIFICATION, AND OTHER REQUIREMENTS

Engineering Technician I: Applicants must possess a valid driver license and obtain a valid State of Utah driver license within 60 days of employment.

Engineering Technician II: Applicants must possess a valid driver license and obtain a valid State of Utah driver license within 60 days of employment. Incumbents must obtain, and thereafter maintain, certification as a Registered Storm Water Inspector during the probationary period for new hires, or during the trial period for County employees being reassigned, transferred, or promoted through either a competitive recruitment process or a career ladder advancement to this classification.

CAREER LADDER ADVANCEMENT

For a promotion through career ladder advancement from a lower classification level of this series to a higher one, there must be funding in the budget and the employee must: 1) possess the required licensure and certification of the higher classification level, 2) meet the education and experience requirements of the higher classification level, 3) meet the class characteristics of the higher classification level, 4) have written recommendation from the department head and 5) receive approval from the Director – Office of Personnel Management.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.