



Engineering Technician II

Job Description

Department: Public Works
Position: Career Service
Grade: 508
Supervisory: No
Reports to: Senior Engineering Technician

Summary

Under direction of the Senior Engineering Technician, perform various duties to support inspecting and managing county roads and other public works projects.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Repair, replace, and create new county signs as needed.
2. Assist in performing inventory and inspections of county roads, bridges, signs, and county properties.
3. Order signage supplies and materials as needed.
4. Assist in performing inspections for excavation and access permits.
5. Assist in the inspection of subdivisions to ensure conformance to plans and adherence to county development standards.
6. Assist in the management and site inspection of construction projects.
7. Supervise and coordinate projects with contractors and developers.
8. Inspect county projects including chip sealing, drainage, road maintenance, safety, signing, and road and bridge construction.
9. Collect data on county projects.
10. Inspect quality control efforts on county construction projects.
11. Assist with reviewing storm water management plans for construction projects within the county.
12. Assist with inspections of construction projects to ensure compliance with Storm Water regulations.
13. Assist in the forming and pouring of concrete footings, slabs, and walls.
14. Assist in the framing and erecting of small structures.
15. Assist in maintaining flood channels and debris basins including cleanup, monitoring for unsafe conditions, and adjusting discharge rates.
16. Design and create construction and as-built drawings for county projects.
17. Design office space for remodeling projects in county buildings.
18. Assist in the management and inspection of projects (both Utah County projects and private contractor projects) throughout Utah County.
19. Conduct bridge assessments with the State Bridge Inspectors and resolves identified concerns.

For Office Use Only

Job Code: 3043
Job Title: Engineering Technician II
FLSA: Non-Exempt
Effective Date: 3/28/2019
Public Safety: No

Worker's Compensation: County
Background Level: I
Safety Sensitive: Yes
DOT: No
ML: Individual Contributor

20. Assist in railroad crossing inspections and assessments to ensure inspection emphasizes safety and liability considerations.
21. Perform traffic counts.
22. Assist with civil and surveying design using the CAD and ArcGIS computer systems.
23. Assist with field activities on county projects.
24. Maintain assessment files, project diaries, and various reports.
25. Review storm water management plans for construction projects within the county.
26. Inspect construction projects to ensure compliance with Storm Water regulations.
27. Perform inspections of county-owned facilities for compliance with storm water regulations.
28. Create and maintain a current storm water system map.

Knowledge, Skills, and Abilities

- Knowledge of storm water regulations
- Knowledge of the principles and practices of traffic control, signage, and pavement marking
- Knowledge of access permit requirements
- Knowledge of county development standards
- Knowledge of computer programs including computer aided drafting
- Knowledge of surveying and engineering principles and construction practices
- Skilled in reading, writing, and basic math
- Skilled in document composition
- Skilled in interpersonal communication
- Skilled in algebra, trigonometry, geometry, surveying, advanced math, and applied engineering calculations
- Skilled in analytical problem solving
- Skilled in pouring and forming concrete
- Skilled in the use of power equipment and hand tools
- Skilled in operating and maintaining field engineering equipment
- Ability to maintain cooperative relationships with those contacted in the course of work activities
- Ability to respond quickly and effectively in emergency situations
- Ability to read and interpret standard construction plans and maps
- Ability to communicate effectively verbally and in writing
- Ability to follow written and oral instructions
- Ability to maintain files, records, and reports
- Ability to coordinate multiple tasks effectively

Supervisory Responsibility

This position has no direct supervisory responsibility, but does serve as a coach and mentor for other positions in the department.

For Office Use Only

Job Code: 3043
Job Title: Engineering Technician II
FLSA: Non-Exempt
Effective Date: 3/28/2019
Public Safety: No

Worker's Compensation: County
Background Level: I
Safety Sensitive: Yes
DOT: No
ML: Individual Contributor

Work Environment

This job operates in a professional office environment, and occasionally outdoors in hot, cold, or inclement weather. This job exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation, and to possible bodily injury from moving mechanical parts of equipment, tools, or machinery. This role requires use of protective devices such as masks, goggles, and gloves. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. May be required to drive Utah County owned vehicles in the course of conducting County business. Must abide by the Utah County Vehicle Policy.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift supplies up to thirty (30) to one hundred (100) pounds. The employee regularly drives a motor vehicle.

Position Type/ Expected Hours of Work

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. Associate degree in Civil Engineering, Drafting Technology or Surveying.
2. Two (2) years of work experience performing civil engineering activities.
3. Equivalent combinations of education and work experience may also be considered.

Additional Eligibility Qualifications

1. Selected applicants must obtain certification as a Registered Storm Water Inspector during the probationary period for new hires or trial period for promoted County employees. Said probationary or trial period shall not exceed twelve (12) months.
2. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.

For Office Use Only

Job Code: 3043

Job Title: Engineering Technician II

FLSA: Non-Exempt

Effective Date: 3/28/2019

Public Safety: No

Worker's Compensation: County

Background Level: I

Safety Sensitive: Yes

DOT: No

ML: Individual Contributor

3. Selected applicants will be required to submit to a pre-employment drug screen and background check.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

Manager _____

Department Head _____

HR Director _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee _____ Date _____

For Office Use Only

Job Code: 3043
Job Title: Engineering Technician II
FLSA: Non-Exempt
Effective Date: 3/28/2019
Public Safety: No

Worker's Compensation: County
Background Level: I
Safety Sensitive: Yes
DOT: No
ML: Individual Contributor