



Engineering Technician I

Job Description

Department: Public Works
Position: Career Service
Starting Step: 24, Table 14
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.

Knowledge, Skills, and Abilities

Knowledge of storm water regulations

Knowledge of the principles and practices of traffic control, signage, and pavement marking

For Office Use Only

Class Code: 7005

Class Title: Engineering Technician I

FLSA: Non-Exempt

Effective Date: 7/8/2017

Public Safety: No

Worker's Compensation: County

Background Level: I

Safety Sensitive: Yes

DOT: No

Knowledge of access permit requirements
Knowledge of county development standards
Skilled in reading, writing, and basic math
Skilled in pouring and forming concrete
Skilled in the use of power equipment and hand tools
Skilled in operating and maintaining field engineering equipment
Skilled in directing the work of others
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

Supervisory Responsibility

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

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. This position requires the operation of a motor vehicle.

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, walk, 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 office supplies up to 100 pounds.

Position Type/ Expected Hours of Work

Incumbent must work 40 hours each week to maintain full-time status. There is 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.

For Office Use Only

Class Code: 7005

Class Title: Engineering Technician I

FLSA: Non-Exempt

Effective Date: 7/8/2017

Public Safety: No

Worker's Compensation: County

Background Level: I

Safety Sensitive: Yes

DOT: No

Travel

This position requires up to 5 percent travel.

Required Education and Experience

- 1. High school diploma
- 2. Three (3) years of work experience performing civil engineering activities
- 3. Equivalent combinations of education and work experience may also be considered

Additional Eligibility Qualifications

- 1. Applicants must possess a valid driver license and obtain a valid State of Utah driver license within 60 days of employment
- 2. Selected applicants may be subject to, and must pass, a 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

Class Code: 7005
 Class Title: Engineering Technician I
 FLSA: Non-Exempt
 Effective Date: 7/8/2017
 Public Safety: No

Worker’s Compensation: County
 Background Level: I
 Safety Sensitive: Yes
 DOT: No