

MOWER COUNTY CLASS SPECIFICATION

CLASS TITLE: Engineering Technician I

BAND:	GRADE: 7	SUBGRADE:
DEPARTMENT: Highway	ACCOUNTABLE TO: Hwy. Department Supervisor	FLSA STATUS: Non-exempt
CLASS SUMMARY: Incumbents are responsible for performing various entry level engineering technician duties in the areas of engineering survey, design and inspection. Works along side and with more experienced engineering staff to learn and assume increasing responsibilities with training and experience gained upon the job.		
DISTINGUISHING CHARACTERISTICS: This classification represents the entry level within the three level series of Engineering Technician. Incumbents assigned to this do not have any specialized training upon entering the position but prefer enrollment in vocational school and will be learning assignments, duties and knowledge needed to perform the job on-the-job.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Assists the survey crews conduct preliminary surveys and construction staking for the season. Receives directions and instructions from more experienced survey personnel leading the survey crew/project.	Daily
2.	Counts borrow loads on grading projects.	Daily

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
3.	Assists engineering staff in the inspection of contractor activities and project specifications. Assists in measuring quantities and in the staking of various projects. Learns inspection techniques, standards and requirements through assisting staff and assumes more independent responsibilities with increased experience.	Weekly
4.	Assists personnel in the lab performing gradations and learning engineering procedures and design functions.	Varies
5.	Performs other duties of a similar nature or level.	As Required

<p>Knowledge (position requirements at entry): Knowledge of:</p> <ul style="list-style-type: none"> • Computers and computer software; • General mathematical concepts, fundamentals and principles; • General understanding of highway operations and functions;
<p>Skills (position requirements at entry): Skill in:</p> <ul style="list-style-type: none"> • Basic engineering drafting • Mathematical calculations and the use of statistical packages • Use and operation of computer equipment and the operation of basic software • Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
<p>Training and Experience (position requirements at entry): Requires a High School Diploma or GED, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.</p>

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Licensing Requirements (position requirements at entry):

- Maintain Valid Driver's License. Prefer enrollment in a vocational or trade school in the area of civil engineering or related curriculum.

Physical Requirements:

Positions in this class typically require: balancing, stooping, kneeling, reaching, driving, lifting, fingering, grasping, talking, hearing, seeing and repetitive motions.

Incumbents are subjected to moving mechanical parts, personal injury, fumes, odors, dusts, gases, poor ventilation, traffic, chemicals, oils, extreme temperatures, work space restrictions, intense noise and travel.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Classification History:

Draft prepared by Mower County & Revised by BCC

Date: 12/99

Revised by Mower County: 2/05

