

MOWER COUNTY CLASS SPECIFICATION

CLASS TITLE: Engineering Technician III

BAND:	GRADE: 10	SUBGRADE:
DEPARTMENT: Highway	ACCOUNTABLE TO: Hwy. Department Supervisor	FLSA STATUS: Non-exempt
CLASS SUMMARY: Incumbents are responsible for overseeing highway and bridge construction projects for County in accordance with State specifications. Duties include: preparing documentation for construction diaries and pay items; monitoring construction site progress; providing information to public and contractors; ensuring safety of public; preparing construction plans and specifications; and, preparing reports and documentation for construction sites in accordance with regulations.		
DISTINGUISHING CHARACTERISTICS: Positions assigned to this classification are considered to be fully experienced level within the Engineering Technician series and is responsible for performing the full range of duties and responsibilities associated with the classification series. Incumbents assigned to this classification level are more experienced and have obtained all the necessary licenses and certifications required to perform the essential functions of the classification.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Prepares documentation for construction diaries and pay items which includes: tracking daily contractor operations and progress, verifying timely progress of projects, computing working day charges and reviewing accountability and potential consequences of contractor delays.	Daily 25%
2.	Monitors construction site progress which includes: inspecting construction sites, determining whether materials used in projects meets with specifications, performing materials testing to check quality of materials and documenting findings.	Daily 20%
3.	Providing information to public and contractors which includes: answering questions regarding public projects to property owners, assisting in disputes between landowners and contractors and explaining County policy.	Daily 20%

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
4.	Ensures safety of public by providing proper signage near construction sites, communicating with officials regarding construction in their area and maintaining cooperation between neighboring governing bodies with regard to construction.	Monthly 10%
5.	Prepares construction plans and specifications which includes: hand-drafting plans, editing plans and reviewing for special provisions or specifications if needed.	Quarterly 15%
6.	Prepares reports and documentation for construction sites in accordance with regulations which includes: compiling reports in timely fashion, documenting job site problems and bringing to attention of engineer, drafting final pay quantities and adjusting pay quantities to account for test failures or poor performance.	Monthly 10%
7.	Performs other duties of a similar nature or level.	As Required

Knowledge (position requirements at entry):

Knowledge of:

- Construction principles, techniques and technology;
- State specifications for highway construction;
- County policies;
- Computers, computer software and drafting materials;
- Surveying techniques;
- Reporting requirements for construction projects.

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Skills (position requirements at entry):

Skill in:

- Using survey equipment;
- Using drafting scales and tools;
- Overseeing projects to completion;
- 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.

Training and Experience (position requirements at entry):

Requires a Vocational or Technical College training in civil engineering or construction and five years of experience in construction or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

- Level I Aggregate Production and Bituminous QM Plant and Bridge Construction
- Level I and II in bituminous street, grading & base, concrete field, concrete plant.

Physical Requirements:

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

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

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.

Classification History:

Draft prepared by Fox Lawson and Associates LLC Date: 12/1998