

HILLSDALE COUNTY ROAD COMMISSION JOB DESCRIPTION

Job title: Engineering Technician

POSITION SUMMARY:

Under the general supervision of the Manager, performs a variety of technical construction inspection and engineering tasks associated with road and bridge construction projects. Acts as a project inspector for federal, state, and locally-funded projects and assists in engineering design and plan preparation.

EXAMPLES OF DUTIES:

- 1 Performs surveying, including preliminary, construction and post construction. Performs all field staking and measurements as required. This includes the use of transit, level, chains, and other necessary equipment, including ordinary hand tools, shovels, hammers, picks, chainsaw, spud, machete and others.
- 2 Performs construction inspection, including field inspection of work by contractors in the construction and maintenance of roads and bridges for local, state and federally-funded projects. Required to oversee and assure quality work, in accordance with the plans, proposal and specifications by making appropriate field inspections, measurements, and close observations; and recording and reporting the information obtained in a timely manner.
- 3 Performs measurements, including quantity estimated, data collection and documentation.
- 4 Completes materials testing and inspection, including collection, sampling, and testing of soils, aggregates, and concrete in the field and laboratory.
- 5 Performs engineering design, and plan preparation, including assisting in the design and preparations of plans, proposal, estimates, and specifications for road and bridge construction and maintenance projects.
- 6 Utilizes various software and databases including the computerized project record keeping system required for federal aid grant projects, Roadsoft, spreadsheets, word processing, data input, data manipulation and database management systems.
- 7 Maintains documentation, including preparation of daily inspector reports, documentation of measurements and quantities and other engineering related reports. Performs document research, summary preparation and file maintenance. Organized and maintains the files, and performs all levels of documentation required for federal and state funded projects.
- 8 In conjunction with construction and surveying, may be required to perform miscellaneous manual tasks as assigned by the manager. (i.E. installing monument boxes, placing temporary pavement markings or other similar tasks).
- 9 Oversees driveway, construction, and utility permits.
- 10 Coordinates construction work with other departments at the Road Commission and with other governmental agencies.
- 11 Performs other duties as directed.

The above statements are intended to describe the general nature and level of work being performed by persons assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

ESSENTIAL JOB ELEMENTS AND PHYSICAL DEMANDS (ADA):

Physical Mobility – Ability to walk extended distances and climb stairs or ramps to access Road Commission and other work related locations and facilities.

Vision and Sight – Ability to read instructions, directions, and similar written information in letters, memoranda, forms and other documents.

Hearing/Speaking – Ability to converse orally with standard telephones and radios to receive and communicate information to employees and the public.

Agility/Movement – Ability to lift, push, pull, and manipulate tools, equipment, supplies, and other objects often weighing upwards to 80 pounds.

DESIRABLE QUALIFICATIONS:

High school diploma or GED and three years experience in construction work. Prior work on federal aid construction projects. Ability to deal with the public courteously and effectively, and work cooperatively with other employees and contractors. Ability to work extended hours.

Skill in the use of office equipment and technology, the maintenance management system and other relevant engineering software and programs utilized in engineering operations.

SPECIAL REQUIREMENTS:

Michigan Vehicle Operator's License.

MDOT Inspection Certification for Aggregate and Concrete.

EMPLOYEMENT STATUS:

It is the policy of the Road Commission that all employees in this job classification are employed at the will of the Road Commission and may resign or be dismissed with or without cause or notice at any time during employment.