

HELP WANTED

ENGINEERING TECHNICIAN

The Hillsdale County Road Commission is accepting applications to fill the position of a Engineering Technician. Qualified candidates must possess an associate degree or two to three years of training through a technical, vocational or trade school or equivalent with coursework in permits, basic civil drawing, surveying, construction materials and math. Minimum two- or three-years' experience in permitting, road construction, and/or surveying. At the sole discretion of the Managing Director, an equivalent combination of education and experience may be considered. Other requirements must be in possession of a valid Michigan Driver's license. Upon hire must be willing to obtain certification in Concrete Level 1, Density Level 1, Aggregate Level 1, and storm water management. Base rate of pay depends on experience. Ability to pass a physical and drug screen. Applications and job descriptions are available at the road commission office on M-99 at Steamburg Road, Hillsdale, between 6:30am and 3:30pm Monday – Thursday or on the website at www.hillsdalecrc.org. Completed applications can be emailed to hillsdale@hillsdalecrc.org, mailed to 1919 Hudson Rd. Hillsdale MI 49242 or hand delivered. Applications will be accepted until September 27, 2023.

AN EQUAL OPPORTUNITY EMPLOYER

HILLSDALE COUNTY ROAD COMMISSION

ENGINEERING TECHNICIAN

General Summary

As a member of the Hillsdale County Road Commissions (HCRC) Engineering team reporting to the Managing Director, performs construction project scoping inspections and surveying to ensure that contractual agreements and specifications are met. Oversees and coordinates all aspects of the HCRC permit program serving as the main point of contact regarding rights-of-way, permits, transportation permits, and soil erosion and sedimentation control program. Performs tests on various types of aggregates, concrete, and asphalt to ensure specification compliance. Oversees and manages all aspects of the MISS DIG reporting system. Works with GIS, the drain commissioner, and other staff to assist with general concerns, issues, and oversight of data.

Essential Functions

1. Reviews construction plans and proposals to ensure compliance with Federal, State and county specifications and safety requirements. Inspects and documents project materials and prepares daily reports. Assists in correcting daily reports by making new drawings and calculations. Reviews project reports and materials.
2. Inspects and records temperatures of bituminous materials on arrival; oversees placement, calculates yields, and performs depth checks on HMA paving.
3. Tests various types of aggregates to ensure specification compliance and makes recommendations to the Managing Director. May perform various drafting responsibilities regarding traffic control and certification maps.
4. Performs density tests on road subgrades, sub-bases, embankments, shoulders, and HMA; calculates and records the results.
5. Performs various GIS responsibilities including data collection and entry. Generates schematics, maps, and plats from data to provide information regarding different infrastructure systems. Assists in the general maintenance and oversight of the local Hillsdale County GIS system.
6. As a member of a survey crew, participates in road construction surveys by operating survey equipment to take measurements, obtain elevations and set grades; makes calculations and maintains records. Meets with representatives of private industry, local organizations, and the public to discuss proposed construction activity.
7. Oversees and coordinates all aspects of HCRC's permit program, including administration and review of proper bonding and insurance for the use of county

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road rights of way for construction purposes. Serves as the chief point of contact for contractors, developers, stakeholders, and engineers regarding permits, plan approvals, and regulatory matters. Proactively coordinates with the Managing Director, engineers, operations, and administrative divisions as needed on conducting reviews and seeking technical information. Maintains, organizes & archives all permits, files, and correspondence.

8. Oversees and is responsible for the enforcement of the HCRC Soil Erosion and Sedimentation Control program.
9. Acts as a liaison between contractors, suppliers, utility companies, the public, and other governmental agencies to answer questions and respond to problems and inquiries regarding right of way, work in rights-of-way, or other assigned projects and initiatives. Discusses plans, specifications, and work schedules.
10. Oversees and directs the handling of special calls for service, such as foreign objects on roadways (including state trunk lines); vehicles blocking traffic; escort of oversized vehicles hauling unusual loads such as houses, garages, and special equipment (including checking haul routes); etc.
11. Oversees and manages the administration of all aspects of the MISS DIG positive reporting system. Ensure employees are setup, trained, and assists with issues that may arise with the reporting system.
12. Leads team members in resolving requests and complaints made regarding drainage issues and disputes involving HCRC, including collaboration with the drain commissioner's office as needed; subdivision plat issues and disputes involving HCRC, including collaboration with other county departments as needed; roadway abandonment issues and requests; and rights-of-way questions, complaints, and disputes, including those associated with properties and rights-of-way adjacent to bodies of water.
13. Plans and coordinates the development and deployment of Connected and Automated Vehicles technologies.
14. Provides timely recommendations and input for ensuring compliance and/or implementing changes to HCRC's standard operating procedures (SOP's), best management practices, and protocols as it relates to civil drawing, permits, surveying, and traffic management.
15. May train seasonal workers and staff on various test procedures as requested by the Managing Director.
16. Oversees a variety of projects and administrative functions related to permits, roadway abandonment, surveying, rights-of-way, and strives to continually improve the professionalism of the agency and its regulatory programs, including proactive and responsive customer service.

17. Attends classes and/or educational seminars related to the position as approved by the Managing Director.

Other Functions

18. Performs other duties as assigned.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted, or modified at any time.

Employment Qualifications

Education: Possession of an associate degree or two to three years of training through a technical, vocational or trade school or the equivalent with coursework in permits, basic civil drawing, surveying, construction materials and math.

Experience: Minimum two or three years of experience in permitting, road construction, and/or surveying. At the discretion of the Managing Director, an equivalent combination of education and experience may be considered.

Other Requirements: Possession of a valid Michigan Driver's license. Upon hire, must be willing to obtain certifications in Concrete Level 1, Density Level 1, Aggregate Level 1, and storm water management.

Relevant Skills/Specialized Equipment Knowledge:

- Basic office equipment such as telephone, calculator, photocopier, Fax, etc.
- Computer programs including word processing, spreadsheets, database entry and management, and GIS mapping.
- Knowledge of photographic, audio and video equipment.
- Ability to operate Surveying Data Collectors, transits, and compaction test equipment.
- Knowledge of Oxcart, Road Soft, and Arc Map programs.
- Ability to train staff in Oxcart, Miss-Dig, Road Soft, LDC, and GIS programs.
- Ability to train and lead engineering interns.
- Strong written, verbal, and interpersonal communication skills
- Take responsibility for accuracy, quality, and timely completion of work under stringent deadlines.
- Ability to use sound judgment and discretion while being ethically motivated.
- Ability to problem solve effectively, efficiently manage time, and thrive in a time sensitive and highly demanding work environment.
- Ability to develop and maintain effective working relationships with a variety of internal and external stakeholders.

FLSA Status: Non-Exempt, Non-Union

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements *[This job requires the ability to perform the essential functions contained in this description. These include but are not limited to the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to climb into and out of a pickup truck or automobile on a routine basis.

Ability to sit, stand, and drive for prolonged periods of time within the office and various construction locations.

Ability to bend, stoop, kneel, and squat to assess and evaluate construction and maintenance work.

Ability to operate a computer including entering and retrieving information.

Ability to visually see with close vision, distance vision, color vision, depth perception and the ability to adjust focus.

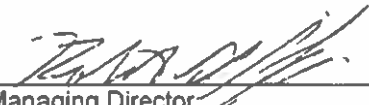
Ability to hear communications via the telephone, radio transmissions, employees, the public and speak English clearly and audibly.

Ability to follow up on feedback to ensure positive outcomes.

Ability to provide training to employees, using education/interactive approaches.

Working Conditions:

- A blend of normal office environment and outdoors/field work with occasional discomfort due to heat, dust, noise, and adverse weather conditions.
- Work outside in varying weather conditions.
- Work in office conditions.
- Travel throughout Hillsdale County is required daily.
- Extended workdays and work weeks (beyond eight hours/day and/or 40 hours per week) are occasionally required.
- Will occasionally be required to lift/push/pull/carry items weighing up to 50 lbs.
- Hazardous environmental conditions may be encountered when on the job site reviewing road maintenance/ construction operations.



Managing Director



Human Resources Manager