



Lake County Senior Engineering Technician

BAND	GRADE	SUBGRADE	FLSA STATUS
B	3	1	Non-Exempt

NATURE OF WORK
<p>The second level in the Engineering Series is responsible for completing non-routine work to support the planning, design, construction, and permitting of County construction projects. Responsibilities may include creating, reviewing, and interpreting plans, maps and engineering calculations; inspecting projects and construction materials; staking; technical writing; and acting as a liaison to the public.</p> <p>The Senior Engineering Technician is distinguished from the Engineering level, in that the former performs more complicated technical support with high impact and is responsible for leading and assigning work.</p>

TYPICAL CLASS RESPONSIBILITIES: (These responsibilities are a representative sample; position assignments may vary.)		FREQUENCY	BAND/ GRADE
1.	Provides guidance to lower level staff; prioritizes and assigns work; lead inspector for assigned construction projects; inspects construction projects to ensure work meets minimum standards, ordinances, and specifications of Quality Assurance and Quality Control.	Daily 50%	B3
2.	Performs complex technical activities for highway and bridge constructions projects by preparing construction plans; preparing engineering reports; generating and/or updating drawings, sketches, charts, and blueprints; scheduling and coordinating bid-letting processes; and maintaining information as necessary.	Daily 20%	B2
3.	Responds to public and private contract inquiries and requests, such as right-of-way and easement limits, grading plans, information on technical issues and other related information.	Daily 10%	B2
4.	Reviews engineering plans and survey records to validate calculations and ensure compliance with applicable specifications; makes recommendations for corrective actions.	Daily 10%	B2
5.	Maintains and prepares logs and records related to daily activities.	Quarterly 10%	B2
6.	Performs other duties of a similar nature or level.	As Required	N/B

FUNCTIONAL SPECIFIC RESPONSIBILITIES MAY INCLUDE:
The above classification responsibilities represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

LEVEL OF DECISIONS
Incumbents in this class are generally responsible for the outcome and performance of clearly defined objectives, applying standard operating policies and procedures, and may have limited responsibility in how to approach and explain various programs to participants.



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DIRECTION RECEIVED

Incumbents apply procedures and standards to specific situations, and work under given general direction as to how the objectives and goals are achieved.

DIRECTION PROVIDED

Supervises two or more lower level staff by evaluating performance, assigning tasks, and recommending hiring, termination, and disciplinary actions.

TRAINING AND EXPERIENCE REQUIREMENTS

Associate's degree in Civil Engineering or related field; 3 years related experience; or an equivalent combination of education and experience

LICENSING REQUIREMENTS

Incumbents in this class typically require:

- Valid driver's license
- Various certificates and licenses required

KNOWLEDGE REQUIREMENTS

- Engineering drafting and design terminology, methods, practices, and techniques;
- AutoCAD software applications;
- Basic surveying techniques and practices;
- Basic engineering methods and procedures;
- Construction inspection practices and procedures;
- General knowledge of geographic area;
- Data and recordkeeping principles;
- Construction inspection principles and practices.

SKILL REQUIREMENTS

- Delegating and assigning work;
- Operating a computer and applicable software applications;
- Reading and understanding drawings;
- Prioritizing and assigning work;
- Performing mathematical calculations;
- Drafting drawings, maps, blueprints, and related documents;
- Coordinating and inspecting construction projects;
- Maintaining operational data and records;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.



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PHYSICAL REQUIREMENTS

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

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to environmental threats.

CLASSIFICATION HISTORY

DATE	COMMENT
July, 2017	Draft prepared by GBS (MO)

NOTE

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.