



Lake County Engineering Technician

BAND	GRADE	SUBGRADE	FLSA STATUS
B	2	2	Non-Exempt

NATURE OF WORK

The first level in the Engineering Series is responsible for completing 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.

In this classification level work is routine in nature with the majority of time dedicated to the performance of tasks related to one area of responsibility, with standardized responsibilities of basic engineering inspection and technical support activities. Work is routine and instructions are usually detailed.

TYPICAL CLASS RESPONSIBILITIES: (These responsibilities are a representative sample; position assignments may vary.)		FREQUENCY	BAND/ GRADE
1.	Designs and inspects construction projects to ensure compliance with standards, specifications, and regulations and identifies technical problems. Responsibilities may include generating routine CAD drawings, plans, & charts; contractor observation and technical recordkeeping; construction material testing; performing and checking quantity calculations; and recordkeeping.	Daily 80%	B2
2.	Responds to public and private contract inquiries and complaints, such as right of-way and easement limits, grading plans, information on technical issues and highway department procedures.	Monthly 10%	B2
3.	Conducts preliminary and/or final topographic surveys and performs construction staking for engineering projects; prepares collected information into acceptable formats; and calculates grades.	Quarterly 20%	B2
4.	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, applies standard operating policies and procedures, and may have limited responsibility in how to approach and explain various programs to participants.

DIRECTION RECEIVED

Incumbents apply procedures and standards to specific situations, and work under general supervision.

DIRECTION PROVIDED

Incumbents troubleshoot problems and issues commensurate with relevant experience.



Lake County Engineering Technician

TRAINING AND EXPERIENCE REQUIREMENTS

Associate's degree in Civil Engineering or related field; 1 year of related experience; or 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

- Operating a computer and applicable software applications;
- Reading and understanding drawings;
- Performing mathematical calculations;
- Drafting drawings, maps, blueprints, and related documents;
- Surveying;
- 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 receive work direction.

PHYSICAL REQUIREMENTS

Positions in this class typically require: reaching, 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.

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.