



# Engineering Technician

## Job Description

**Job Title:** Engineering Technician

**Supervisor:** Engineer Manager

**Wage & FLSA Status:** Salary Exempt

**Department Classification:** Administration Non-Union

**POSITION SUMMARY:**

Assists the Engineer-Manager in a range of engineering and administrative activities and works independently to complete basic and more advanced projects.

**SUPERVISORY AUTHORITY:**

No formal supervisory authority; may monitor the work of contractors and train/coordinate the work of those providing seasonal field assistance.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

An employee in this position is required to perform the following essential functions with or without reasonable accommodation. These examples are not an exhaustive list of the duties which the employee may be expected to perform.

Assists in, or independently leads and completes, a full range of technical engineering/design projects involving internal staff and contracted vendors.

Under the general direction of the Engineer-Manager, provides overall project management for Federal Aid Fund projects including proposal, plan, design, survey layout, inspections, material testing, and related activities.

Under the general direction of the Engineer-Manager, manages local projects including preparation of estimates, plans and related construction documents.

Ensures compliance with local, state, and federal environmental regulations on project sites. Prepares and submits Department of Environmental Quality (DEQ) applications for construction permits, and other applications, as needed.

Ensures proper preparation and planning of work sites, including submission of Miss Dig requests.

Plans and coordinates all survey work for the Road Commission. Conducts traffic counts and other field surveys or studies. Maintains related records and prepares reports.

Maintains certification maps of the county road system.

Travels throughout the county to inspect work in progress and future project sites.

Participates in bid and purchasing processes as needed, including researching and developing specifications, soliciting bids and estimates and selecting contractors.

Attends meetings and conferences and participates in other professional developments to remain abreast of new developments in the field of civil engineering and survey work.

Assists with front office operations as needed and performs other duties as assigned.

The above list of duties and responsibilities is intended to describe the general nature and level of work to be performed. The list is not to be considered exhaustive and is subject to change at any time.

**ESSENTIAL JOB ELEMENTS AND PHYSICAL DEMANDS:**

Ability and willingness to pursue additional licensing/certification/training as appropriate for positional demands is required. These may include but are not limited to: concrete field-testing technician, certified aggregate technician, density technology technician, soil erosion and sedimentation, storm water construction site operator and others as needed.

Must have a valid Michigan driver's license, satisfactory driving record, and the ability to maintain one throughout employment.

Knowledge of drafting, surveying and civil engineering/construction methods and techniques.

Knowledge of project management practices.

Knowledge of safety best practices and related requirements and regulations.

Skill in survey design, field work and related testing, including skill in the use of all associated field and lab equipment, gauges, and tools.

Extensive knowledge of, and demonstrated skill in using, AutoCAD and related computer software and systems.

Ability to create and maintain comprehensive files, reports, documents and records.

Ability to work constructively and interact professionally with others, and handle difficult political, staff and/or customer service issues with discretion, tact and diplomacy.

Ability to coordinate multiple tasks, adjust to changing priorities and work within deadlines.

Ability to work varying schedules to accommodate construction projects and seasonal demands.

An employee in this position works a portion of each day in an office setting with a controlled climate where they sit and work on a computer, communicate by telephone, email or in person, and move around the office.

Seasonally, an employee in this position will spend a significant portion of each day outside the office, traveling in a work vehicle to field sites, including construction sites or field survey work with treacherous terrain, requiring the employee to traverse uneven ground to access the site, and may involve fumes, dust, chemicals or other hazardous materials, loud machinery and equipment and other dangers associated with survey and construction sites.

An employee in this position must have the strength, stamina, mobility, and physical coordination needed to gain access to the survey and construction project sites as described above.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Candidates whose abilities make them unable to meet these requirements will still be considered fully qualified if they can perform essential functions of the job with reasonable accommodation.

**EMPLOYMENT STATUS:**

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

**DESIRABLE QUALIFICATIONS:**

High school diploma or equivalent educational preparation. Vocational or technical training equivalent to an Associate Degree in Civil Engineering, AutoCAD or a related field is desired but not required.

Previous related experience, ideally three or more years, is required.