

8/9/2017

**MILLS COUNTY SECONDARY ROADS
JOB DESCRIPTION**

POSITION TITLE: Senior Engineering Technician
REPORTS TO: Assistant to the Engineer, County Engineer
SUPERVISES: N/A

PURPOSE OF POSITION: Responsible for assisting with technical engineering tasks, survey and inspection work, and routine office duties to ensure efficient operation of the office.

ESSENTIAL FUNCTIONS:

Performs construction and bridge inspections including, but not limited to job site observations, conducting tests on construction materials and consulting various manuals and schedules.

Coordinates with contractors to ensure compliance with plans and specifications and to settle conflicts.

Coordinates with the Assistant to Engineer and County Engineer for project programming and contract lettings.

Conducts a variety of construction inspection tests according to established procedures.

Assists visitors to the office by responding to public suggestions and complaints regarding the department.

Prepares and maintains written and electronic records and reports including but not limited to project diaries, quantity sheets, road estimates, inspection forms and construction records.

Operates a County vehicle in the performance of job duties.

Operates a personal computer with working knowledge of AutoCAD and/or related software.

MARGINAL FUNCTIONS:

Performs other duties as directed by supervisor or engineer as the situation dictates.

ESSENTIAL KNOWLEDGE, EXPERIENCE AND ABILITY:

Thorough knowledge and experience in transportation engineering design and construction.

Thorough knowledge of Iowa DOT and federal specifications, standards, manuals, tests, procedures and inspection techniques regarding roads, bridges, and culverts.

Ability to read and understand construction specifications, standards, manuals, plat maps, and road maps.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with fellow employees and the general public.

Ability to perform routine physical labor for surveying and field inspection duties.

ESSENTIAL EDUCATION, CERTIFICATION AND/OR LICENSES:

Must possess an Associate Degree in Civil & Construction Engineering, B.S. in Civil or Construction Engineering or equivalent combination of education and experience.

Obtain and maintain current Iowa DOT Certified Technician Level I and II Aggregate, Level I and II PCC, Level I HMA, and Erosion Control

Must possess and maintain a valid State of Iowa driver's license.

ESSENTIAL PHYSICAL DEMANDS AND TYPICAL WORKING CONDITIONS:

Must be able to walk over uneven surfaces and across elevated beams in performance of field survey and inspection work.

Must be able to climb steep banks, ladders and scaffolding.

Must be able to lift and carry items weighing between 50 and 100 pounds.

Work is performed in a variety of outdoor environments and locations as well as an office setting. Field inspection work is done above and below ground level. Bending and climbing is necessary to perform survey and inspection work. Work environment is occasionally noisy and may be hazardous, if proper safety precautions are not taken.