



JOB DESCRIPTION

Title	Engineering Technician I	Created	March 2008
Department	Public Works	Revised	
Job Class	A 17	Safety Sensitive	Yes
Labor Union	AFSCME Local 2746 Courthouse/Roads	FLSA	Non-exempt

Purpose

To perform basic engineering support work such as surveying, drafting, inspection, time keeping, and limited cost estimation on other tasks associated with public works projects.

Scope of Responsibility: This is the entry level class in the Engineer Technician series. Incumbents perform the more routine and prescribed technical duties; a higher-level technician and/or County Engineer is available for guidance and review of the incumbents work during assigned tasks. This class differs from the higher-level Engineering Technician II, which is assigned duties of a more complex nature, works with more independence and may function as a crew chief.

Essential Functions

Duties may include, but are not limited to the following:

- Serve as rod person or rear chain person on a survey crew.
- Perform simple drafting functions; plot profiles, and cross sections.
- Gather traffic counts and accident information for analysis and may assist in various traffic engineering studies, both in the field and in the office.
- Assist in checking survey calculations, may perform less complex calculations when required; assist in earthwork computations, quantity and materials computations, and compile data for estimates.
- Assist in collecting IRIS data and updating maps. Input data and assist in maintaining a database including bridge and road drawing files.
- Perform related manual labor as required such as clearing brush, lifting heavy objects, and walking great distances. Due to the hazardous nature of working within the traveled lanes of roadways, errors in judgment or performance could result in serious bodily injury.
- Maintain records of supplies, materials use, etc.
- Provide general information to the general public and other governmental agencies as requested.
- Duplicate maps, plats, and other documents.
- Perform research for survey and road projects. Serve as an inspector on paving projects. Conduct traffic studies.
- Follow all safety rules and procedures established for work area.

AUXILIARY FUNCTIONS:

Provide support to department personnel as workload and staffing levels dictate.



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Maintain work areas in a clean and orderly manner.

Mandatory Qualifications

Algebra, trigonometry, and geometry skills. Basic surveying, AutoCAD and Land Desktop computer skills. Equivalent to High School Diploma/GED plus completion of an Associates of Arts or Science degree, OR a satisfactory equivalent combination of education, experience and training. Possession of or ability to obtain a valid Oregon State Driver's License at time of appointment. Two years' experience in the private sector as a survey or engineering technician.

Desired Qualifications

Land Surveyor in training or Engineer in training.

Physical Demands

Duties consist of physically demanding manual work over 50% of time, typically requiring movement of materials weighing between 20-40 pounds and up to 100 pounds.

Working Conditions

Works in an office setting as well as outdoors in all types of weather, frequently lifting heavy equipment over uneven slippery terrain, even in wet weather. Work safely within the traffic zones on rural roadways oftentimes on hands and knees. Occasionally works around untreated septic effluent.

Supervisory Responsibility

Supervisory duties would not normally be a function of this position.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.

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