



JOB DESCRIPTION

Title	Engineering Technician II	Created	March 2008
Department	Public Works	Revised	
Job Class	A 18	Safety Sensitive	Yes
Labor Union	AFSCME Local 2746 Courthouse/Roads	FLSA	Non-exempt

Purpose

To perform engineering support duties such as surveying, drafting, construction and bridge inspection, and technical support associated with road, bridge, and related public works projects.

Scope of Personality: Employees within this class are distinguished from Engineering Technician I position by the performance of the full range of duties assigned, including construction and bridge inspection, surveying, drafting, cost assessment, time keeping, and traffic study analysis. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the department. This classification also differs from the Engineering Technician I position in that the latter performs more complex engineering support functions.

Essential Functions

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

- Serve as an inspector on all phases of road construction, such as grading, surfacing, asphalt, drainage; keep inspection records, write reports; assure conformance to standards and specifications.
- Assist in preparation of topographic maps; draft plans, cross sections, and other drawings; compute grades; coordinate and check horizontal and vertical alignments; compute quantities; prepare estimates.
- Prepare and check property descriptions.
- Supervise survey crew in absence of County Surveyor and/or County Engineer; operate survey equipment and instruct others in its proper usage.
- Analyze and prepare costs on public works projects, as well as prepare permits for road construction. Input data and assist in maintaining a database including bridge and road drawings and files.
- Use computer for CAD work, including drafting road projects, and to input and receive data for various public works projects; use computer to store and summarize field data; maintain manual files on project status.
- Work with other agencies and the public with concerns with public works projects including the counties bridges.
- Collect data using electronic traffic counting equipment; assist in collecting data for traffic studies.
- Prepare road drawings for required sections, details, dimensions and notes.
- Locating and referencing property corners and right of way for County maintenance crews.
- Monumentation and remonumenting of County right of ways. Perform related duties as assigned.



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- Maintain work areas in clean and orderly manner.
- Follow all safety rules and procedures established for work area.

Mandatory Qualifications

Completion of a Bachelors degree in engineering or related field OR a satisfactory equivalent combination of education, experience and training with preference given to possession of E.I.T./L.S.I.T. certificate. Three years of work experience in the field of engineering and/or surveying is required in addition to the above qualifications. Experience with AutoCAD and Land Desktop software. Knowledge of mathematics including algebra, geometry and trigonometry. Possession of or ability to obtain a valid Oregon State Driver's License at time of appointment.

Desired Qualifications

Ability to interpret and apply applicable federal, state, and local laws, rules, regulations and policies. Ability to: establish and maintain cooperative working relationships with those contacted in the course of work, communicate clearly and concisely, both orally and in writing, gain cooperation through discussion and persuasion. Knowledge of civil and survey drafting principles and practices. Knowledge of land and construction survey practices and procedures and materials used in bridges, roads and sewers. Knowledge of GIS mapping using ESRI software. Knowledge of personal computers and related engineering and surveying software programs. Knowledge of principles and procedures of financial record keeping and reporting. Knowledge of business letter writing and basic report preparation techniques, English usage, spelling, grammar and punctuation. Knowledge of traffic engineering principles. First Aid Training.

Physical Demands

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

Working Conditions

Work in an office setting as well as outdoors in all types of weather, occasionally lifting heavy equipment over uneven slippery terrain even in wet weather. Work safely within the traffic zones on rural roadways.

Supervisory Responsibility

Occasionally provide technical or functional responsibility for small crews.

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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