POSITION DESCRIPTION

Title: Engineering Technician I (Operations Option)

Department: Highway Department – Operations Section

Job Analysis: August 2019, April 2021

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Engineering Technician III, Operations Manager, County Engineer
Subordinate Staff: None

Internal Contacts: All County Employees

External Contacts: Alabama Department of Transportation Personnel, ADEM, Contractors, Suppliers, Vendors, Emergency Responders, General Public, etc…

Status: Classified/Non-Exempt (310H)

Job Summary

To successfully complete any job/duty deemed necessary by the Operations Manager or his/her Designee.

Job Domains

1. GPS data collection of roadway features and integration of features into GIS.
2. Perform GIS drawings and maps.
3. Utilize various technical programs as deemed necessary by Supervisor.
4. Perform basic surveying skills such as operating levels, level rods, and tapes.
5. May ensure that contractors construct projects in accordance with plans and specifications.
6. May obtain, organize and record detailed project data and records in accordance with Alabama Department of Transportation and Baldwin County procedures.
7. May take elevations and measurements needed to calculate quantities of excavation and embankment.
8. May calculate and prepare monthly estimates and final documentation for various construction projects.
9. May assist with the Bridge Safety Inspection Program.
10. Perform road inspections.
11. Ensure ADEM regulations are met on projects.

12. May operate herbicide spraying unit.
13. Collect traffic counts and data.
14. Analyze traffic data and make recommendations for roadway feature improvements or modifications.
15. May perform material testing for projects.
16. Enter work records in CIMS or other database.

Knowledge, Skills and Abilities

1. Proficiency with Excel, PowerPoint, and other Microsoft Office software required.
2. Ability to learn ARCGIS and ARCMAP.
3. Team player with exceptional interpersonal skills.
4. Knowledge of civil engineering practices and their applications to road maintenance preferred.
4.5. Ability to work independently without close supervision.

Physical Characteristics

1. See well enough to read fine print and numbers accurately and without transposition.
2. Hear well enough to respond to verbal communication and to use the telephone.
3. Speak well enough to communicate effectively with supervisors, co-workers and the general public.
4. Body movement to bend, stoop and move about on uneven terrain in an outdoor environment.
4.5. Ability to stand and work outdoors all day at all times of year.
5.6. Manual dexterity to write and type.
6.7. Must be able to lift up to 50 pounds.

Other Characteristics

1. Willing to travel to training sessions, meetings and seminars.
2. Willing to work non-standard hours as required.
3. Required to wear uniforms as directed by County Engineer.

Minimum Requirements

1. Must have a valid driver's license and be insurable by the County's insurance standards.
2. Any combination of training and experience equivalent to graduation from a standard senior high school including courses in mathematics and science.
3. Experience in construction project inspection and Alabama Department of Transportation procedure preferred.
4. A valid Alabama commercial driver's license (CDL Class B) with Tanker Endorsement preferred but not required.

Other Requirements
(Items listed below may be required as deemed necessary by Supervisor)

1. Certified Traffic Control Inspector
2. Certified Concrete Technician
3. Certified Roadway Technician
4. Qualified Credentialed Inspector (QCI)
5. Receive Herbicide Applicators License
6. Acquire additional certifications as needed