

POSITION DESCRIPTION

Title: Engineering Technician III (Operations Option)

Department: Highway Department - Operations

Job Analysis: August 2019

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: Operations Manager, County Engineer

Subordinate Staff: Engineering Technician II, Engineering Technician I

Other 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 (K)

Job Summary

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

Job Domains

1. Perform GIS drawings and maps.
2. Assist with all phases of GIS development, implementation, and maintenance within the Maintenance Engineering Section and Highway Maintenance Facilities.
3. GPS data collection of roadway features and integration of features into GIS.
4. Assist with development of Highway Management plan and Highway Dept Project/Job Cost database as directed.
5. Perform traffic counts, run reports, and analyze/compile traffic safety data.
6. May approve routes for overweight and oversized vehicles traveling thru Baldwin County ensuring the safety of the County Road and Bridge System.
7. Communicate with contractors regarding Highway Department projects.
8. Performs typing and filing of correspondence and records.
9. Perform basic surveying skills such as operating levels, level rods, and tapes.
10. Perform road inspections.

11. May serve as “Project Inspector” or “Project Engineer” for construction projects.
12. May calculate and prepare monthly estimates and final documentation for various construction projects.
13. Manage ADEM permitting program for Highway Department.
14. May perform material testing for projects.
15. Perform drainage studies and size pipes for crossings as needed.
16. Review bids/contracts and write specifications as needed
17. Assist Operations Manager in coordinating with Area Maintenance Facilities to answer questions and resolve difficult problems.
18. Assist in determining work schedules for subordinate staff as needed.
19. Perform Quality Assurance of work items as needed.
20. Provide guidance and training to subordinate Engineering Technicians.
21. May oversee County Herbicide Program
22. May serve as Highway Department representative at EOC during times of disaster, or as deemed necessary.

Knowledge, Skills, and Ability

1. Proficiency with Excel, PowerPoint, and other Microsoft Office software required.
2. Proficiency with ESRI ArcMap or ArcGIS Pro (or equivalent) required.
3. Knowledge of Highway Dept Project/Job Cost database.
4. Knowledge of civil engineering practices and their applications to road maintenance.
5. Knowledge of deed research and county software that is applicable.
6. Team player with exceptional interpersonal skills.
7. Possess excellent computer skills.
8. Ability to analyze data and make accurate decisions with limited supervision required.

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 stand, bend, stoop and move about.
5. Manual dexterity to write and type.
6. Must be able to lift up to 50 pounds.

Other Characteristics

1. Willingness to work overtime and non-standard hours as required.
2. Required to wear uniforms as directed by County Engineer.
3. Willing to attend training and acquire certifications as deemed necessary by supervisor.

Minimum Qualifications

1. Experience in civil field engineering, preferred.

2. Minimum of two (2) years' college curriculum in Engineering, preferred.
3. Valid driver's license and be insurable by the County's insurance standards.