

## POSITION DESCRIPTION

Title: Engineering Technician I (Construction Option)  
Department: Highway Department – Construction Engineering  
Job Analysis: September 2017, September 2018, February 2020

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: Bridge/Project Coordinator, ~~Construction Development Manager,~~ Construction Manager, County Engineer  
Subordinate Staff: None  
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 (H)

### Job Summary

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

### Job Domains

1. Ensure that contractors construct projects in accordance with plans and specifications.
2. Obtain, organize and record detailed project data and records in accordance with Alabama Department of Transportation and Baldwin County procedures.
3. May take elevations and measurements needed to calculate quantities of excavation and embankment.
4. May calculate and prepare monthly estimates and final documentation for various construction projects.
5. May assist with the Bridge Safety Inspection Program.
6. May perform paved and dirt road inspections.
7. Ensure ADEM regulations are met on projects.
8. May operate herbicide spraying unit.
9. Utilize GPS, GIS, and other programs as deemed necessary by Supervisor.
10. Collect traffic counts and data.
11. Analyze traffic data and make recommendations for roadway feature improvements or modifications.

12. May perform material testing for projects.
13. May create and enter project schedules in CIMS or other database.

### **Knowledge, Skills, and Abilities**

1. Knowledge of MicroStation
2. Knowledge of ARCGIS and ARCMAP.
3. Knowledge of ARCGIS database manipulation.
4. Knowledge of CIMS or equivalent database.
5. Knowledge of Microsoft Powerpoint to put together presentations.
6. Knowledge of civil engineering practices and their applications to road maintenance.
7. Knowledge of deed research and county software that is applicable.

### **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 in an outdoor environment. May require walking around and under bridges over rip rap and other materials and have the potential of encountering wildlife, such as snakes, dogs, etc.
5. Manual dexterity to write and type.
6. Must be able to lift up to 50 pounds.
7. Ability to stand and work outdoors all day at all times of year.
- 7-8. Ability and awareness to work within live traffic.

### **Other Characteristics**

1. Willing to travel to training sessions, meetings and seminars on public works.
2. Willing to work non-standard hours as required.
3. ~~May require a~~ valid Alabama commercial driver's license (CDL Class B) with Tanker Endorsement preferred but not may be required.
4. Required to wear uniforms as directed by County Engineer.

### **Minimum Qualifications**

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

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 procedures preferred.
4. Certified Traffic Control Inspector preferred.
5. Certified Concrete Technician preferred.
6. Certified Roadway Technician preferred.
7. Qualified Credentialed Inspector (QCI) preferred.

8. Receive Herbicide Applicators License preferred. Acquire additional certifications as needed preferred