

## Champaign County Job Description

**Job Title:** Engineering Technician

**Department:** Highway

**Reports To:** County Engineer and Project Engineer

**FLSA Status:** Non-exempt

**Employment Status:** Bargaining Unit - AFSCME General Unit

**Prepared Date:** April, 2004

**SUMMARY** Prepares complete sets of construction plans and specifications for highway projects; relieves the Engineer of routine construction inspecting to perform more exacting tasks in other areas.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Prepares drafts of construction plans to clearly illustrate the project for the contractor, resident engineer and others involved in the project.

Assists Engineer in completing the initial and construction survey.

Performs biennial bridge inspections.

Provides assistance to the Engineer in the construction inspection of projects including the use of the nuclear density meter.

Prepares plans, specifications, estimates, right-of-way plats and other reports and documents under the direction of the Engineer.

**SUPERVISORY RESPONSIBILITIES** This job has no supervisory responsibilities in the department, but has some responsibility over the contractor during the inspection of projects.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE** Associate's degree (A. A.) or equivalent from a two-year college or technical school in an engineering related field or equivalent experience in highway design and construction. Requires proficiency in drafting techniques including the use of C. A. D. software and a working knowledge of standard surveying practice and note taking. Should have experience in field inspection of construction techniques and materials.

**LANGUAGE SKILLS** Ability to read, analyze, and interpret blueprints, engineering periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from groups, contractors and employees of the organization.

**MATHEMATICAL SKILLS** Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY** Ability to solve practical problems and deal with a variety of concrete variables in situations where standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS** Certification by the Illinois Department of Transportation.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to high, precarious places; and outside weather conditions. The noise level in the work environment is usually quiet to moderate.

**Note: This job description contains wording of a general class of positions within the Champaign County salary administration program. The description contains examples of duties and responsibilities which may or may not be considered to be "essential functions" to a particular job or position within this job class. "Essential functions" are to be determined at the position or job level within each department.**