

Clinton County, Iowa
Job Description

Clinton County Secondary Roads

Job Title:	Senior Engineering Technician	Job Code: N/A
Department:	Clinton County Secondary Roads	Pay Grade: B25
Reports to:	Assistant Engineer and County Engineer	FLSA: NonExempt

SUMMARY: Serves as a Senior Engineering Technician to the Clinton County Engineer, and office staff as needed. Under general supervision performs sub-professional engineering work including supervising a survey party, performs highly skilled road and bridge design, preparation of bid documents, construction inspection, and engineering department administrative tasks as required. Participates in the hiring and evaluation of engineering technicians I, II and III. The Senior Engineering Technician will lead by example the behaviors and work ethic becoming of Clinton County.

Essential Job Duties and Responsibilities:

- Represent Clinton County and perform duties in a professional, responsible, and trustworthy manner.
- Supervises Engineering Technician(s)
- Maintains a positive working relationship with Secondary Roads staff, other agencies and departments and the general public.
- Provides customer service that is courteous and responsive to both public and other agencies and departments by email, phone, or in person.
- Must maintain confidentiality.
- Ability to complete work by deadlines, which can change at the last minute and maintain professionalism.
- Must have proficient organizational skills and able to prioritize.
- Performs other duties as assigned to assist other staff members within the office.
- Ability to file paperwork appropriately.
- Performs all aspects of Survey work including operation of equipment, downloading information and other related responsibilities with minimal instruction.
- Provides inspection on construction and maintenance projects in accordance with secondary road standards and Iowa DOT requirements.
- Performs a wide range of office duties including drafting, computation of quantities, design, checking and filing field notes.
- Performs tests and observations, collects samples, analyzes and takes measurements to assure compliance with plans and specifications.

Job Description: Senior Engineering Technician

- Compiles reports of quantity and quality of materials used on projects.
- Prepares quantities and specifications for road and bridge maintenance work to be completed.
- Assists the engineer and other engineering technicians with completion of the structure, inventory and appraisal forms.
- Prepares detailed design drawings of road, bridge and other construction projects in accordance with applicable standards using CAD design software.
- Attend and/or participate in seminars, conferences and meetings to exchange information related to professional development.
- Train and develop engineering technician I, II and III personnel.
- Other job-related tasks as required or assigned.

Minimum Qualifications Requirements - (Education and Experience):

Education: Associate of Applied Science - Civil and Construction Engineering Technology Degree or BS in Civil Engineering or equivalent work experience

Work Experience: Five (5) years of road, bridge and culvert construction inspection and related survey work experience.

Minimum Qualifications – (Knowledge, Skills and Abilities):

- Ability to organize and prioritize multiple responsibilities and completing priorities by being flexible to meet demands of office changes.
- Ability to effectively utilize all office equipment.
- Ability to establish and maintain effective working relationship with co-workers, other agencies and departments as well as general public.
- Detail oriented in presentation of documents, reports, lists and correspondence.
- Comprehensive knowledge of standard office practices, procedures, equipment, related hardware and software, and secretarial techniques.
- Ability to learn and efficiently use specialized equipment and software related to business needs.
- Ability to interact with a variety of people, some in emotionally stressful situations.
- Ability to adhere to policy and maintain confidentiality.
- Ability to uphold a positive image of the Clinton County Secondary Roads.
- Possess effective communication and negotiation skills.
- Ability to analyze and interpret verbal and written information to answer questions and implement county policy.
- Possess effective communication and negotiation skills.
- Possess demonstrated knowledge of computers including but not limited to: spreadsheets, AutoCad, Microsoft Word and Excel.

Job Description: Senior Engineering Technician

- Possess knowledge of methods, terminology and symbols used in drafting, surveying and inspection.
- Ability to read and interpret blueprints and specifications and communicate the information to appropriate personnel.
- Ability to foster and maintain excellent public relations with county residents and outside contractors/vendors.
- Create and maintain an efficient and enjoyable work environment. Treat Secondary Roads Department staff with honesty, respect, and professionalism.
- Ability to perform self-evaluation of his/her weaknesses and strengths (including performance evaluation input) and use this information to seek out ways for continuous improvement.
- Successful completion of the “Bridge Safety Inspection Training Program” provided by the Iowa DOT and achieve NBIS Team Leader Classification.
- Possess valid driver’s license.

Language Skills:

- Have excellent communication skill, both oral and written.
- Ability to establish and maintain effective working relationships with employees, public officials, and the public.

Mathematical Skills:

- Ability to add and subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to maintain confidentiality and security of law enforcement information as appropriate.

Work Environment:

- Noise – Moderate (example: business office with computers and printers, light traffic)
- Ability to work at times within stressful and confidential situations.
- Working with the public can cause exposure to unpredictable smells in example: perfume, smoke, body odor.

Physical Demands:

Job Description: Senior Engineering Technician

- Standing – Approximately less than 1/3 of on-the-job time.
- Walking – Approximately less than 1/3 of on-the-job time.
- Sitting – Approximately greater than 2/3 of on-the-job time.
- Use of hands to finger, handle or feel – Approximately greater than 2/3 of on-the-job time.
- Reaching with hands and arms – Approximately less than 1/3 of on-the-job time.
- Stoop, kneel, crouch, or crawl – Approximately less than 1/3 of on-the-job time.
- Weight lifted/force exerted – Occasionally requires lifting objects up to 25 pounds.
- Vision – Most tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals.
- Talking or hearing – Approximately greater than 2/3 of on-the-job time.

Certificates, Licenses, Registrations:

Possess or be able to obtain within one year of hire DOT PCC level I and II, HMA level I , and Aggregate Inspector certifications.

Supplemental Information:

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Employee Signature: _____

Employee Printed Name: _____

Date: _____