



## ENGINEERING TECHNICIAN II JOB DESCRIPTION

Job Title: **Engineering Technician II**

Job Code: **EN312**

Pay Grade: **119**

Effective Date: **October 2007**

FLSA: **Non-Exempt**

Revision Date: **October 2008**

### NATURE OF WORK

Under general supervision, performs a variety of technical civil engineering tasks including surveying, drafting, contract oversight, and other assignments; performs work within scope of authority and training in assigned area of responsibility.

### ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Performs a variety of technical work in support of Public Works Department (PWD) engineering programs including survey, drafting, and technical administrative work; performs work within scope of authority and training in assigned area of responsibility; duties may vary according to job assignment.
- Coordinates assigned project activities with other County departments, consultants, and developers.
- Participates in the work of a field survey crew; operates a full range of survey equipment including electronic measuring devices, and other technical engineering equipment.
- Maintains field notes of survey work performed; processes survey information and generates designs and drawings for various engineering and planning projects.
- Assists in the condition inspection of County roads, bridges and infrastructure; performs necessary calculations to facilitate construction staking layout of approved engineering drawings.
- Conducts research of ownership, legal descriptions or other such data needed to complete information required in preparation for construction projects.
- Participates in the preparation of legal descriptions and plat maps for right-of-way and maintenance of section and grid control; resets section corners as needed to preserve section control.
- Assists engineering staff in the preparation of engineering designs, related drawings, specifications and construction project estimates.
- Inspects construction projects to verify compliance to safety and quality standards.
- Operates a variety of trucks, equipment and hand tools in accordance with all safety regulations and procedures; inspects vehicles and equipment and assures all equipment is maintained according to County standards.
- Provides information to the public, contractors and consultants on PWD projects and technical matters.

### WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in an office environment and outdoors at construction sites and County facilities with exposure to inclement weather, safety hazards, and dangerous tools and equipment; work involves moderate physical demands; must possess strength sufficient to lift and move items weighing up to fifty (50) pounds.

**DISTINGUISHING CHARACTERISTICS:**

This is the journey-level classification in the Engineering Technician job series; incumbents have one year of work experience, and work under general supervision while improving their job skills. Must complete all required coursework for multiple technical certifications to qualify for Senior Engineering Technician

**EMPLOYMENT STANDARDS:**

Associate's Degree in Engineering, Computer Science, or related field; AND one (1) year of experience as an Engineering Technician, preferably with Lewis County.

A valid Driver's License is required. Specific technical training and certifications may be required.

**KNOWLEDGE AND SKILLS:**

**Knowledge of:**

- County policies and procedures.
- Principles and techniques of drafting, mapping, field inspection, surveying, and materials testing.
- Advanced mathematics including geometry and trigonometry.
- Basic engineering design and construction theory and standards.
- Materials, methods, and techniques of modern construction.
- Field data collection techniques.
- Engineering maps and technical records.
- Construction plans and specifications.
- Federal, State, and County policies and procedures governing public works projects.
- Computers and specialized engineering software applications and file management procedures.
- OSHA safety rules and regulations and applicable safety standards involving hazardous environments.

**Skills in:**

- Interpreting technical information and producing engineering drawings.
- Technical writing and making mathematical computations.
- Reading and understanding plans, specifications, and schematics.
- Safe and efficient operation and maintenance of trucks and equipment according to standard operating and safety procedures.
- Following safe work practices.
- Reading engineering instruments, meters, and gauges and accurately recording findings.
- Maintaining records and files.
- Establishing and maintaining effective working relationships with co-workers.
- Communicating effectively and following verbal and written instructions.