

EMPLOYMENT OPENING ENGINEERING TECHNICIAN

The Adair County Secondary Roads Department is accepting applications for Engineer Technician. This position requires a High School diploma or GED with two-year associate degree in job-related program. Possess and maintain valid driver's license, CDL preferred. Acquire, possess, and maintain certification in IDOT aggregate, PCC, HMA, and/or other certification as required by various projects. Job related experience such as design technician, survey technician, construction management, or project inspection can substitute for the associate degree on a two-for-one basis. Possess competency in required math skills and ability to read plans and maps. Have the ability to supervise, lead and direct the work of others. Must be self-motivated, have good communication skills, and ability to work well with county employees, contractors, and the public.

Responsibilities include construction surveying and staking; CAD drafting/design of construction plan sheets, technical drawings, and maps; construction project inspections (IDOT certification for Aggregate Technician level 1 & 2, HMA level 1 & 2 and PCC level 1 & 2 would be a benefit); all related plan submittals, safety coordinator duties; plus misc. field and office duties. Physical ability to work outdoors under adverse conditions is necessary.

Represents the Department and County in a professional manner.

Successful candidates will pass a physical, background check and drug screen prior to employment. Pay range is \$22.00-\$28.00 for qualifying candidates based on prior experience and skills. Adair County offers an excellent benefit package including health, vision, dental, life insurance, IPERS and paid time off.

Application and job description are available at the Adair County Engineer's Office, 602 SW 2nd Street and at the county website www.adaircountyiowa.org. The job description is also included below. Applications will be accepted until the position is filled. Adair County is an Equal Opportunity Employer.

Engineering Technician

GENERAL SUMMARY:

Under occasional, indirect supervision of the County Engineer or his/her Assistant, leads construction project development, functions as a design technician, fills role of safety coordinator for department, performs drafting tasks, assists with project design and plan preparation, inspects construction and maintenance projects, obtains needed permits, compiles and files reports as necessary. Represents the Department and County in a professional manner.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

1. On projects assigned by the County Engineer, coordinates construction project development and construction activities including survey, design, permitting, administration, inspection, acceptance, and audit.
2. Functions as a design technician and provides supervision to other technical and engineering staff working on technical drafting, survey, inspection, research and design projects; assigns/checks projects and provides on-the-job training to less seasoned technical and engineering staff.
3. Compiles information needed to conduct surveys from notes, maps, deeds, and other records.
4. Conducts surveys needed for design and construction of various types of projects.
5. Ability to establish and maintain effective working relationships with co-workers.
6. Conducts wellness incentive programs. Assists all employees with submittal of paperwork and set up.
7. Knowledge of occupational hazards and safety precautions necessary for the proper operation and use of assigned vehicles, equipment, tools and materials.
8. Coordinates activities that have been assigned to consultant engineers and/or surveyors.
9. Assists the County Engineer in making contact with landowners to purchase right-of-way.
10. Provides traffic control in construction and maintenance zones or emergency situations.
11. Ability to communicate effectively, both orally and in writing.
12. Regular and punctual attendance at the assigned work location is an essential function.
13. Assists the County Engineer in making contact with utilities affected by projects.
14. Prepares and/or provides input to County Engineer for the preparation of reports related to Department operations as required by local, state, and federal regulations, including the year-end inventory.

15. Utilizes knowledge and drafting skills to prepare detailed design drawings including traffic control plan for grading, bridge, paving, and culvert projects; follows general guidelines from the County Engineer and complies with current standards.
16. Prepares and maintains accurate notes, records, and sketches of work performed or data collected; verifies accuracy of data.
17. Performs routine scheduled maintenance on assigned vehicle including, but not limited to, changing the oil, filters and other engine fluids, greasing the vehicle, checking tires, lug nuts and washing the interior and exterior surfaces.
18. Compiles records and/or prepares progress reports on construction projects.
19. Performs, coordinates, or supervises the performance of lab and field tests on materials used on construction projects.
20. Examines quality of finished projects for conformity to standards.
21. Inspects work and practices of contractors on construction projects to verify compliance with plans and specifications, including traffic control for the safety of the contractor and the traveling public.
22. Monitors use of safety equipment and reviews safety practices; leads Department safety meetings by providing instruction, direction, methods, and updates on various safety topics; participates in County safety meetings; recommends corrective action measures as needed.
23. Performs other duties as assigned by the County Engineer, Office Manager and his/her Assistant as requested.

QUALIFICATIONS (MUST):

This position requires a High School diploma or GED with two-year associate degree in job-related program such as engineering technician. Possess and maintain valid driver's license. Acquire, possess, and maintain certification in IDOT aggregate, Portland cement concrete, HMA, and/or other certification as required by various projects. Job related experience such as design technician, survey technician, construction management, or project inspection can substitute for the associate degree on a two-for-one basis. Possess competency in required math skills and ability to read plans and maps. Have the ability to supervise, lead and direct the work of others. Must be self-motivated, have good communication skills, and ability to work well with county employees, contractors, and the public.

PHYSICAL REQUIREMENTS:

Stands and walks much of the time. Some climbing, stooping, squatting, twisting, pushing, pulling, carrying, and other movements with or without weights up to 100 pounds. Operation of office equipment such as computer and its equipment. Operates inspection and testing equipment and survey instruments. Drives a vehicle to/from project sites. Incumbents must also possess the coordination and manual dexterity necessary to transport themselves to and from construction sites. The Incumbent at times is required to physically access rough terrain and construction sites, and to maneuver rough

terrain on foot to perform job functions. Operation and maintenance of vehicles and equipment requires that the incumbent be able to perform repetitive hand, wrist, shoulder and leg movements in tight and cramped spaces as well as bend, climb and crawl into, under and out of vehicles.

MENTAL DEMANDS:

Requires close visual attention such as in drafting, inspecting, testing, and surveying. Performs varied technical duties, and provides lead work supervision. Subject to interruptions, work irregularities, and difficulties to contend with. Maintain simultaneous attention on both short-term goals and long-term objectives. Ability to tolerate occasional verbal complaints from citizens and/or contractors.

WORK ENVIRONMENT:

Work is performed both in an office setting and outside. Outdoor work environment may involve exposure to extreme temperatures, adverse weather conditions, moving machinery, noise, dust, vibrations and fumes. Works extended hours when work load demands.

GENERAL PRINCIPLES:

1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.
2. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employee and incumbents are encouraged to discuss possible accommodations with the County.
3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
4. Compliance with employment documents such as the latest revision of the Employee Handbook & Policy Manual and/or an employment contract is required.
5. The County reserves the right to change or reassign job duties or combine positions at any time.