

OFFICE OF THE RICHLAND COUNTY ENGINEER
77 NORTH MULBERRY STREET
MANSFIELD, OHIO 44902

JOB DESCRIPTION

POSITION TITLE: **ENGINEER TECHNICIAN**

I. GENERAL DESCRIPTION:

Under the general direction of the County Engineer, the Engineering Technician performs sub-professional engineering work, including compiling data, completing inspections, approving certain permits, and coordinating with utility companies. Also performs bridge inspections under the direction of the Deputy Engineer – Bridge Manager, when qualified.

II. QUALIFICATIONS:

Associate's degree from an accredited university or college majoring in civil engineering, construction, or related field; minimum of one year of recent documented work experience and/or training in engineering or related field or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

III. LICENSURE/CERTIFICATION REQUIREMENTS:

Must possess a valid State of Ohio driver's license and must remain insurable under the County's vehicle insurance policy. Registration/certification as a Bridge Inspection Team Leader or Program Manager with the Ohio Department of Transportation is preferred.

IV: EQUIPMENT OPERATED:

Calculator, computer, computer software (e.g., Microsoft Office, AutoCAD, HEC-RAS, and other applicable computer software), fax machine, copier, scanner, shredder, telephone, and other standard modern business office equipment; various surveying and inspection tools.

V: WORKING CONDITIONS:

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); ascends and descends ladders and stairs; has exposure to hot, cold, wet, humid, or windy weather conditions; occasionally required to stand, walk, stoop, kneel, crouch, or crawl on even and uneven surfaces; occasional lifting up to 20 pounds. This is considered sedentary work and the employee must demonstrate the ability to perform the physical demands required of the position in accordance with the U.S. Department of Labor's physical demands strength ratings.

VI. ESSENTIAL JOB FUNCTIONS:

- (1) Performs annual bridge inspections, if qualified; inspects large county owned culverts; compiles annual bridge inspection data.
- (2) Coordinates relocation of utilities for County projects.
- (3) Assists County residents with drainage issues, specifically within County Road Right-of-Way.
- (4) Administers Driveway/Ditch Work Permit Program and Utility Permits Program.
- (5) Assists with topographic, boundary, and construction surveys. Draws plans for County projects using CAD; interprets instructions and communicates with engineers.
- (6) Meets all job safety requirements and all applicable safety standards that pertain to essential functions.
- (7) Maintains required licensures and certifications, if any.
- (8) Demonstrates regular and predictable attendance.

VII. OTHER DUTIES AND RESPONSIBILITIES:

- (9) Assists with Township projects, attending coordination meetings when required.
- (10) Performs other related duties as assigned.

VIII: MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: *County, Department, and Division goals and objectives; *County, Department, and Division policies and procedures; generally accepted accounting principles; government structure and process; office practices and procedures; English grammar and spelling; civil engineering; surveying; bridge engineering and inspection; reading professional plans/blueprints; utility operation and repairment.

Skill in: typing; data entry; word processing; computer operation; computer programs (e.g., Microsoft Office, etc.); adding machine or calculator operation; use of surveying equipment.

Ability to: handle situations with many variables and determine specific action; understand, interpret, and apply laws, rules, or regulations to specific situations; read, copy, and record figures accurately; add, subtract, multiply, and divide whole numbers; prepare accurate documentation; compile and prepare reports; respond to routine inquiries from public and/or officials; communicate effectively; understand a variety of written and/or verbal communication; maintain records according to established procedures; handle sensitive inquiries from and contacts with officials and general public; develop and maintain effective working relationships;

resolve complaints; travel to and gain access to work site; plan, schedule, and prioritize work effectively and efficiently.

IX: POSITIONS SUPERVISED:

None.

The specific statements shown in this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

I acknowledge that the above description is a representation of the major duties and responsibilities of this position.

Employee: _____

Date: _____

(Print Name)

Appointing: _____
Authority

Date: _____

(Print Name)