

LEELANAU COUNTY ROAD COMMISSION

JOB DESCRIPTION

TITLE: ENGINEERING TECHNICIAN

General Summary

Under the close supervision of the Manager (or his designee), performs the more routine, fundamental and supportive technical engineering activities involved in the survey, design and construction of roads. Employees in this classification are required to possess ten years of experience (or the equivalent of the duties and responsibilities listed below). This position will have the authority to exercise some independent judgment and decision-making.

Typical Duties

1. Assists with the set up and maintain survey equipment.
2. Assists with setting line and grade stakes and other staking required for construction.
3. Assists with setting grades for culverts, sewer pipes and other structures.
4. Runs bench circuits, takes alignments and topographic information, and develops cross section of existing County roads.
5. Assists or takes field notes of all relevant information gathered during survey process.
6. Prepares preliminary layouts of existing terrain conditions, reducing and plotting field notes as to topography, cross sections, existing grades, alignment, etc.
7. Develops preliminary plans, incorporating such data as proposed road width, right-of-ways and existing utilities location; calculates ditches, sewers, culverts, guard rails and cross sections.
8. Helps determine centerline grades, drainage, and earthwork from cross section information.
9. Assists in preparing final plans, incorporating the approved design concept of the project.
10. Assists consultants, contractors and the public in finding information about public roads, such as benchmark, centerline alignment and right-of-way information.
11. Assists in compiling information; prepares drawings and assembles proposals for various proposed projects.
12. Assists with project cost estimates and schedules using spreadsheet and word processing software.
13. Performs computer assisted drafting (CAD) operations for various projects.
14. Assists with and trains for the position of Soil Erosion Inspector.
15. Inspects listed sites for compliance with "Soil Erosion and Sedimentation Control Act #347" and follows ups to assure earth changes are proper and timely.
16. Upon notification for inspecting a designated construction area, does on-site reviews during and after construction activity to certify compliance with permit.
17. Talks with permit holder and/or contractor regarding methods and expected results of all earth changes and completed restoring of disturbed areas to a non-erosion condition.
18. Seeks correction to improper methods or procedures; uses all follow-up procedures available to seek compliance; reports it to supervisor.
19. Keeps complete, accurate and up-to-date logbook, noting time, date and location of each work site activity.
20. Performs other duties in a training capacity such as density testing, material testing or inspecting or as-built measuring and other tasks as work-loads, temporary absences or emergencies dictate.
21. Performs other duties as assigned.
22. Possess the ability to navigate such programs as Roadsoft, PACER or similar road-related evaluating software packages.
23. Receives and processes all permitting applications administered by the Road Commission such as land divisions, driveway permits, working in the road right of way or special events, special transportation needs and utilities.

Please note: the above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Employment Qualifications

Education: Possession of high school diploma with special or technical training equivalent to an Associates Degree in civil technology, drafting, surveying or engineering.

Experience: Ten years of experience (or equivalent) in surveying, gradients and topography, as well as knowledge and use of personal computers, is expected.

Other Requirements: Possession of valid Michigan Driver's License. Certification for inspection of bituminous, concretes and aggregate. Certification for DNR Phase II Soil Erosion and Sedimentation Control Act #347.

The qualifications listed above are guidelines. Other combinations of education and experience that provide the necessary knowledge, skills and abilities to perform the job are considered.