

ENGINEERING TECHNICIAN, ASSISTANT

JOB PURPOSE AND SUMMARY

Performs a variety of engineering support tasks in either a field or office setting. Assists engineers or higher level technicians in surveying activities, traffic counts, transportation field work, inspection of public works construction projects, water quality projects, or other tasks. Office duties emphasize data gathering and analysis and administrative activities. Field duties include manual tasks in surveying and routine construction inspection activities.

CLASSIFICATION DISTINCTIONS

This is the entry level in the Engineering Technician family which includes the following job titles: (in order of progression) Assistant Engineering Technician, Engineering Technician, Senior Engineering Technician. Incumbents perform routine tasks under well established procedures or higher level tasks under close supervision of a more experience engineering technician and/or a professional engineer.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES:

- Read and interpret plans and specifications to ensure that projects are built to contract standards
- Maintain a daily diary of project progress for County records.
- Measures quantities of material for project manager to determine the proper monthly payment to be made to the contractor.
- Inspects materials used on the job site to ensure compliance with contract specifications.
- Updates project plans (as built) after completion of project

QUALIFICATIONS

High school graduation and one year of vocational training in semi-professional civil engineering activities or a closely related field. Positions at this level require 1-2 years of technical training in civil engineering or administrative support experience in a civil engineering organization. Other combinations of education and experience will be considered.

Knowledge of....construction standards, surveying, mathematics (algebra, trigonometry) necessary.

Ability to....interpret construction plans and specifications, survey notes and stakes, interact with the public and/or contractors.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

Incumbents are required to work both in an office setting as well as outdoors with exposure to inclement weather conditions, construction sites, and heavy equipment. Subject to working long hours, weekends and evenings.

Essential tasks include use of the telephone, personal computers, writing, driving a vehicle and traveling to various work sites. Must be able to effectively communicate to a wide variety of individuals both formally and informally to include over-the-phone and face-to-face exchanges.

Revised 3-5-98

Office Use: 6/22/00