

CHEBOYGAN COUNTY ROAD COMMISSION

JOB DESCRIPTION

TITLE: Engineer Tech II

GENERAL SUMMARY:

Under the supervision of the Engineer/Manager, performs a variety of technical construction, inspection and technical engineering tasks such as computer drafting (CAD), permit inspections, staking, testing and inspection associated with road and bridge construction projects. May act as project inspector on federal, state and locally funded projects. Conducts inspection/investigations of permits issued by the Road Commission. Assists an Engineer in application of principles, methods, and techniques of civil engineering technology.

ESSENTIAL FUNCTIONS:

- Design engineering, including preparation of plans, proposals, estimates, specifications, and/or special provisions for road and bridge construction and/or maintenance projects.
- Conducts inspections/investigations related to issuing of permits. Including field visits, meeting with applicants and data entry at the office
- Use of computer and related software, including but not limited to computerized project record keeping system, AutoCAD, RoadSoft, Field Manager, spreadsheets, word processors, and database management systems.
- Measurements, including quantity estimates, data collection and documentation.
- Documentation, including preparation of inspector daily reports, documentation of measurements and quantities, assist in preparing certification maps and other engineering related reports, document research, summary preparations, file maintenance, delivering plans and documents.
- Traffic counts, including field set up, monitoring, data retrieval, recording, and report generation.
- Construction inspection, including field inspection of work by Contractors or Road Commission employees in the construction and maintenance of roads and bridges for local, state and federally funded projects. Required to oversee and assure quality work on local, state and federally funded projects, in accordance with the plans, proposal, and specifications along with good construction practice, by making appropriate field inspection, measurement, observation, recording and reporting the information obtained in a timely manner. under difficult field conditions.
- The employee may be required to operate an automobile and other small mechanized tool commonly used in the maintenance and repair of highways.
- Assists with the documentation/preparation of right of way investigations.
- In conjunction with construction and surveying, may be required to perform

miscellaneous manual tasks as assigned by Manager, i.e installing monument boxes, placing temporary pavement markings etc.

- Preparation of annual bids for materials/equipment.
- Conduct PASER ratings

DESIREABLE QUALIFICATIONS:

Associates degree in Civil Engineering Technology, and or related field of engineering work experience. One years drafting and computer experience desired. Drafting by hand and/or computer. MDOT certification for aggregate and bituminous testing inspection desired. Office Technician certified, soil erosion and sedimentation certificate and storm water management certificate. Ability to deal with the public courteously and effectively. Some work experience related to road construction and maintenance would be helpful.

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

PHYSICAL REQUIREMENTS:

The ability to perform medium manual tasks for periods of time and the ability to communicate effectively, verbally and in writing are required. All employees in this position will be required to work independently (unassisted) to do any or all of the duties described. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Candidates whose abilities make them unable to meet these requirements will still be considered fully qualified if they can perform essential functions of the job with reasonable accommodation.

Physical Mobility - Ability to walk extended distances and climb stairs or ramps to access Commission and other work-related locations and facilities.

Vision and Sight - Ability to read instructions, directions, and similar written information in letters, memoranda, forms and other documents.

Hearing/Speaking- Ability to converse orally with standard telephones and radios to receive and communicate information to employees and the public.

Agility/Movement- Ability to lift, push, pull, and manipulate tools, equipment, supplies, and other objects often weighing upwards to 100 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job.

While performing the duties of this job, the employee regularly works at a desk or in outside weather conditions. The employee works near moving mechanical parts and is frequently exposed to wet, cold, and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electric shock. The noise level in the work environment is sometimes loud.

The job description does not constitute an employment agreement or contract between the employer and the employee. The employer has the right to revise this job description at any time.