

MENOMINEE COUNTY ROAD COMMISSION JOB DESCRIPTION

TITLE: Engineering Technician

GENERAL SUMMARY:

Under the supervision of the Engineer-Manager, performs a variety of roadway and bridge design, construction, and engineering related tasks such as permitting, surveying, drafting, testing, and inspection. May act as project inspector of federal, state, and locally funded projects.

EXAMPLES OF DUTIES:

Permitting, including right-of way, environmental, construction, and transportation permits. Includes collecting and analyzing necessary site information and data to prepare, submit, review, and approve permits.

Asset Management, including collecting and maintaining plans and inventories through the use of PASER data collection, Roadsoft, and the Investment Report Tool (IRT)

Surveying, including preliminary, construction and post construction. Includes performing all field staking and measurements as required. Use of Total Station, Transit, Level, Chains, and other necessary equipment, including ordinary hand tools, shovels, hammers, picks, chainsaw, spud, machete, etc.

Drafting, including both conventional and computer aided drafting.

Construction inspection, including field inspection of work by contractors in the construction and maintenance of roads and bridges for local, state and federally funded projects. Required to oversee and assure quality work, in accordance with the plans, proposal, and specifications along with good construction practice, by making appropriate field inspection, measurements, and close observations, recording and reporting the information obtained, in a timely manner, under difficult field conditions.

Measurements, including quantity estimates, data collection and documentation.

Materials testing and inspection, including collection, sampling, and testing of soils, aggregates, asphalt, and concrete in the field and laboratory. Perform nuclear density measurements.

Engineering design, and plan preparation, including assisting in the design and preparation of plans, proposals, estimates, and specifications for road and bridge construction and maintenance projects.

Computer operations, including analyzing survey data and performing design computations for the development roadway and bridge designs.

Traffic counts, including field set up. Monitoring, and retrieval of traffic counters, data retrieval, manipulation, recording, equipment repair and maintenance, report generation.

Documentation, including the use of e-Construction software (ProjectWise), preparation of inspector daily reports, documentation of measurements and quantities, assist in preparing Act 51 certifications, filing, and other engineering related reports, document research, summary preparation, file maintenance, delivering plans and documents.

In conjunction with the construction and surveying, may be required to perform miscellaneous manual tasks as assigned by supervisor, i.e. utilizing construction management software to administer construction contracts (Field Manager, AASHTOware, Appia, etc).

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

ESSENTIAL JOB ELEMENTS AND PHYSICAL DEMANDS (ADA):

- Physical Mobility - Ability to walk extended distance and climb stairs or ramps to access Commission and other work repeated locations and facilities. Ability to wear adequate personal protective equipment. Ability to withstand exposure to varying weather conditions.
- 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 effectively to employees and public.
- Agility/Movement - Ability to lift, push, pull, and manipulate tools, equipment, supplies, and other objects often weighing upwards to 80 pounds.

DESIRABLE QUALIFICATIONS:

High school education, with drafting, computer, and engineering experience and skills.

Associates degree in civil engineering technology, construction technology, surveying technology or construction management, or related degree preferred.

Familiarity with MDOT's Standard Specifications for Construction, Design Standards and special provisions.

Knowledge of HEC-RAS Modeling.

Strong computer aided drafting skills using MicroStation and/or AutoCAD.

Familiarity with Roadsoft.

MDOT inspection certifications for aggregate, asphalt, and concrete.

Proficient in Microsoft Word, Excel, and PowerPoint.

Ability and willingness to obtain appropriate training and/or certifications as needed.

Ability and willingness to learn new systems and software.

Ability to deal with the public courteously and effectively.

EMPLOYMENT STATUS:

It is the policy of the Commission that all employees in this job classification are employed at the will of the Commission and may resign or be dismissed with or without cause of notice at any time during employment.

SPECIAL REQUIREMENTS:

Must have a valid driver's license.

NOTE:

The above job description has been developed based on the guidelines defined by the Americans with Disabilities Act (1990). Menominee County Road Commission is an Equal Employment Opportunity Employer.

Adopted: _____
FLSA – Non-Exempt