

Engineering Technician

EMPLOYER: Road Commission for Montcalm County
LOCATION: 619 W. Main Street, Stanton, MI 48888
SUPERVISOR: Assistant to the County Highway Engineer

POSITION SUMMARY:

Under the general direction of the Assistant to the County Highway Engineer performs technical engineering tasks such as material testing, and inspections associated with road and bridge construction projects, including project inspection of federally funded projects.

EXAMPLES OF DUTIES:

Assists in the preparation of plans and specifications for construction of roads and bridges by contract forces or Road Commission forces.

Carry out construction staking and necessary survey work.

Perform the necessary inspection and testing of materials and keep records of quantities used. Ensure that specifications are met by contractors during project construction.

Keep detailed project records of activities and prepare daily reports as project progresses.

Act as party chief to survey crew in making field notes, establishing benchmarks, taking cross-sections, and obtaining all other data necessary to plan and design a project.

Survey for various lines such as right-of-way, setting grade and alignment for road and bridge projects.

Assist in such duties as:

- Collection of traffic count data on various county roads.
- Collection and inspection of physical inventories such as culverts, road surface conditions, signs, etc.
- Knowledge and experience with GIS / GPS equipment.
- Perform such duties as necessary for the efficient operation of the Engineering Department.

Engineering Technician Job Description

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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.

This is an hourly position with compensation determined by the Board of County Road Commissioners. It is expected the employee will work the hours necessary to assure proper performance of this assignment. Overtime work may be required on short notice.

ESSENTIAL JOB ELEMENTS AND PHYSICAL DEMANDS:

Possession of a valid State of Michigan driver's license is required.

Ability to lift 90 pounds up to 3 feet high.

Ability to use a vehicle in performing daily duties of the job.

Ability to communicate on the telephone and radio system.

Ability to document activities.

Ability to traverse projects to determine acceptability of materials used and work progress.

REQUIRED QUALIFICATIONS:

High school diploma with knowledge in algebra and geometry sufficient to perform calculations related to assigned duties.

Minimum of 2 years experience in bridge, road or similar construction.

Michigan Department of Transportation certification for aggregate testing, bituminous inspection and concrete testing.

Michigan Department of Environmental Quality certified to inspect Soil Erosion and Sedimentation Controls.

Drafting, computer, and engineering skills.

Proficient in the use of Microsoft Word and Excel, AutoCad, Field Book and RoadSoft.

Ability to deal with the public courteously and effectively.

Ability to maintain adequate files and documentation as required.

Ability to work extended hours.

EMPLOYMENT STATUS:

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

NOTE: The above job description has been developed based on the guidelines defined by the Americans with Disabilities Act (1990).