



Engineering Associate

Class code: 301

Employee Group: SEIU

Salary Range: 25

I. Position Summary

Under general supervision, to perform civil engineering in the investigation, location, design, inspection and construction of engineering projects; to prepare plans and contract documents for bidding and contract administration; and to perform related duties as assigned.

II. Distinguishing Features

The Engineering Associate is a journey level class. Incumbents perform a full range of duties, possess technical expertise, and perform specialized duties beyond those expected at the entry level. Employees receive general instructions regarding the scope of and approach to projects or assignments, but procedures and techniques are left to the discretion of the employee. Work is normally reviewed only upon completion and for overall results; performance is measured by completion of work accurately and adherence to policies.

III. Examples of Essential Position Duties

- Conducts various engineering studies; create engineering design using computer-aided design technology; review and prepare project plans.
- Provides technical instruction to survey crews and technicians as assigned.
- Prepares cost estimates and bidding documents; obtain project permits.
- Inspects projects in progress to ensure compliance with all applicable standards, specifications and design.
- Receives and responds to inquiries from officials, other agencies, and the general public regarding current plans and projects. Attends public meetings as required. Answers the office telephone.
- Adheres to County and departmental policies and procedures as well as safe work practices, policies and procedures.
- Develops and maintains effective working relationships with other staff, public officials, the general public and representatives of other agencies.
- Attends and participates in required trainings.
- Has regular and reliable attendance.
- Overtime may be required.
- Performs other related duties as assigned.

IV. Knowledge, Skills and Abilities

Position requires thorough knowledge of the methods, procedures and policies of the department as they pertain to the performance of duties; laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position; design and construction principles and practices for roads and drainage systems and material properties. Position requires ability to interpret and apply state and local policies and procedures; understand and use mathematics to handle required calculations; operate office equipment including a computer and peripheral equipment; perform computer-aided design and drafting with skill; understand and carry out oral and written directions; direct assigned

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technicians and survey crews; read and understand technical, contractual and other complex documents; prepare reports and correspondence; communicate effectively, both orally and in writing; establish and maintain cooperative working relationships with those contacted in the course of work; learn and utilize new skills and information to improve job performance and efficiency.

V. Minimum Requirements (*Performance of the essential duties of this position includes the following requirements, physical demands and/or working conditions*)

Education and Experience

- A Bachelor of Science degree in civil engineering or related field AND two to three years of engineering experience; OR
- Any combination of education and experience which provides the applicant with the desired skills, knowledge, and ability required to perform the job.

Licenses, Certificates and Other

Possession of a current, appropriate driver's license with an acceptable driving record. Must obtain Engineer-in-Training or a Surveyor-in-Training certification within one year of hire.

Physical Demands (*Performance of the essential duties of this position includes the following physical demands and/or working conditions*)

Requires the ability to coordinate hands and feet in performing simple movements, such as bending, reaching, and grasping; to exert a physical effort in standing, walking and/or frequent light lifting. Position requires minimal dexterity in the use of fingers, limbs or body in the operation of computers, office equipment and surveying instruments; tasks may involve extended periods of time at a keyboard. Requires the ability to operate a motor vehicle. Tasks are regularly performed without exposure to adverse environmental conditions. Tasks require color and visual perception and discrimination as well as oral communications ability.

Working Environments

Work is performed in both an office environment and in the field where incumbents are exposed to adverse weather, including extreme temperatures, rain, snow, sleet and hail. Incumbents are also exposed to dangerous or unpleasant conditions and substances, including noise, dust, chemicals, paint, traffic hazards, noxious plants and wildlife. May include exposure to disruptive people.

VI. Additional Information

This classification description is not intended to be an exhaustive list of duties, knowledge, skills, abilities, or requirements, as any one position in this classification may be assigned some or all of these duties, in addition to other duties not explicitly listed here. The various duties, responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, seasons, service levels and management's decisions on how to best allocate department resources. Any shift, emphasis or rebalancing of these assigned duties, responsibilities and/or assignments does not constitute a change in the job classification.

Revised: 11/17