



Engineering Technician III

Class code: 304

Employee Group: SEIU

Salary Range: 22

I. Position Summary

Under direction, to perform a variety of advanced technical tasks related to engineering including the inspection, location, design or construction of road and bridge projects; or the review, modification and approval of utility project plans, permits and construction; and to serve as survey party chief as required.

II. Distinguishing Features

This is the advanced journey level technical class in the series. It is distinguished from the journey level class in that employees perform the full range of journey level duties, possess technical or functional expertise, and perform specialized duties in a highly independent manner. Employees in this class may exercise technical or functional supervision over lower level positions. Assigned duties require the exercise of judgment and application of technical and specialized knowledge. The employee often does not work in proximity to his/her supervisor.

III. Examples of Essential Position Duties

- Designs roads; prepares road plans for construction contractor.
- Inspects projects in progress to ensure compliance with all applicable standards, specifications and design.
- Inspects bridge construction for defects and provides results to contractor.
- Receives and reviews utility plans and maps, videos and photos; issues and signs off on utility permits; makes modifications as necessary; files approved plans.
- Refers to city subdivision plans and jurisdictional changes planned; remains informed of planned work and road changes.
- Inspects utility work located in county rights of way.
- Determines the need for compaction and materials testing at job sites.
- Conducts preplanning meetings; consults with engineers from various utility agencies.
- Inspects damages to utilities as the result of accidents; takes photographs.
- Prepares a variety of letters and memoranda to utility companies; develops lists of road restoration work; conducts follow up to ensure planned work is completed.
- Takes video recordings of roads damaged by natural disasters.
- Informs utility companies of expiring permits.
- Responds to public inquiries concerning engineering practices and procedures; explains department policies and procedures.
- Attends and participates in various meetings.
- Provides painted layout work in the field for striping, fencing, and other construction related activities to ensure conformance with engineered plans and/or County standards.
- Uses computer aided design (CAD) program to design and draw construction plans.
- May serve as survey party chief as assigned.
- Files photos and permits.
- Answers telephones; takes messages.

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- May train other staff as assigned.
- 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

Requires knowledge of the practices and procedures of civil engineering in road and bridge design and construction inspection work; survey principles, methods and techniques; advanced mathematics including geometry, algebra and trigonometry; engineering computer programs used for design and data correlation; common materials testing procedures; utility permit procedures and requirements. Ability to perform survey party chief's duties; read, understand and apply information from a variety of written sources including field notes, maps, designs, charts, records, deeds, county records; make engineering drawings, plans and maps from field notes for capital improvement projects; prepare and maintain accurate records, reports, logs and files; work independently under minimal supervision; follow oral and written instructions; communicate effectively orally and in writing; provide functional or technical work direction to others as assigned; establish and maintain cooperative working relationships with those contacted in the course of work; use advanced mathematics to make calculations used in the area of assigned work; prioritize work to meet established deadlines; use a variety of engineering, drafting and survey equipment and tools including nuclear gauge, generator, drills, steel probes, four-wheel drive vehicle, camcorder and VCR, fax and copier, office machines including computer, CAD system and peripheral equipment; and interpret and explain department policies and procedures as necessary.

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 combination of education and experience equivalent to an Associate's degree with course work in engineering or related subjects AND five years of work related experience (a Bachelor's degree may be counted for up to two years of 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

Must have a valid driver's license with an acceptable driving record. Possession of or ability to obtain certification from the Oregon Department of Transportation for materials testing (soils, aggregate, concrete and asphalt), and construction inspection certification from the American Public Works Association within one year of appointment.

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

Requires the ability to perform field surveys including exertion of a moderate amount of physical effort; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements such as drafting, drawing, data entry, and/or use of other office equipment or supplies; must be able to perceive forms and colors; may require the ability to operate a motor vehicle.

Working Environments

Work is performed in both an office 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