ENGINEERING TECHNICIAN I

GENERAL RESPONSIBILITIES

Performs routine design, drafting and computational work for public works projects including highways, storm drains, culverts, and parking lots in accordance with Federal, State and local laws.

ESSENTIAL TASKS include the following; other duties may be assigned.

1. Apply principles, practices, laws and regulations related to highway and related design
2. Design elementary horizontal and vertical alignments, develop cross-sections, and design storm drains and culverts
3. Compile information for preparation and computation of right-of-way plats
4. Perform basic hydrology and hydraulic studies to develop storm drain and culvert design
5. Operate computer and peripheral equipment to perform computer aided design and drafting of projects
6. Conduct field investigations and assessments of County's culvert system
7. Prepare and compile work tables, charts and drawings for paving and pipe replacement contracts
8. Provide project information, participate in work groups and attend public meetings
9. Perform related duties as to specific assignments
10. Any employee may be identified as Essential Personnel during emergency situations
11. Provide service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
12. Communicate with managers, supervisors, co-workers, citizens, and others, maintains confidentiality; and represents the County

EDUCATION AND EXPERIENCE

1. High school diploma or general education diploma (GED)
2. Courses in algebra, geometry, trigonometry, and computer aided design and drafting (CADD)
3. Two years experience in CADD drafting *

* A comparable amount of training and experience may be substituted for the minimum qualifications.

KNOWLEDGE, SKILLS AND ABILITIES

1. Read, analyze, and interpret business and technical procedures and governmental regulations
2. Write plans, reports, correspondence, procedures and other required documentation
3. Define problems, collect data, establish facts and draw valid conclusions
4. Apply complex mathematical concepts and formulas
5. Work with detail, problem solve, and communicate problems
6. Use computer software programs and/or other applications

CERTIFICATES, LICENSES, REGISTRATIONS

1. Valid driver's license