

Engineering Technician I

Information

Pay Range (Grade)	H400
Other Compensation Offered	Overtime, Compensatory Time
Employment Type	Full-Time, 40 hours per week
Organization	Public Works - Engineering
Location	County Office Building
Reports to	Civil Engineering Manager
Leadership Duties	No
Competency Group	Professional

Summary

As an Engineering Technician I in the Bureau of Engineering, you will perform fundamental design, field data collection, and drafting duties to support the County's roadways and storm drain systems. The work you do will support the development of the Capital Improvement Program and other associated highway design projects. Applying basic highway and related principles, practices, and regulations are the daily responsibility of this role.

Essential Duties

- Perform computer aided design of projects. Design horizontal and vertical alignments, cross-sections, storm drains and culverts.
- Compile information for preparation and computation of right-of-way plats.
- Conduct field investigations and assessments of County's culvert system and roadways. Perform basic hydrology and hydraulic studies to develop storm drain and culvert design.
- Prepare worktables, charts and drawings for paving and pipe replacement contracts. Participate in work groups and attend public meetings.
- Complete assigned work in a timely fashion. Accept feedback.
- Demonstrate an ability to collaborate and a willingness to learn. Participate in a supportive work environment.
- Exhibit integrity, ethics, and fiscal responsibility.

Skills

- GIS Software (ESRI – Arc) (Intermediate)
- Computer aided design (CAD) Software (Intermediate)
- Microsoft Office Suite (Intermediate)

Competencies

Service Excellence - Level 2

Definition: Providing service excellence to internal or external clients.

- Follows up with clients during and after delivery of services to ensure that their needs have been met.
- Keeps clients up-to-date on the progress of the service they are receiving and changes that affect them.
- Maintains service to clients during critical periods.
- Addresses clients' issues in order of priority.

Decision Making - Level 2

Definition: Using critical thinking, good business sense, and organizational values to make decisions involving varying levels of risk and ambiguity.

- Applies guidelines and procedures that require some interpretation in dealing with exceptions.
- Makes straightforward decisions based on information that is generally adequate.
- Compares the importance of various factors on specific aspects of an issue.
- Recognizes when analysis is sufficient to proceed with making a good decision.
- Identifies potential implications of own decisions.

Collaborating with Others - Level 2

Definition: Working together with others in a cooperative and supportive manner to achieve shared goals.

- Initiates collaboration with others.
- Assumes additional responsibilities to facilitate the achievement of team goals.
- Seeks input from others on matters that affect them.
- Anticipates when others might require assistance, providing it before they ask for it.

Digital Literacy - Level 2

Definition: Engaging with digital technologies to accomplish goals and solve challenges in the workplace.

- Uses a combination of strategies to find information online.

- Uses digital tools to improve the efficiency in conducting routine tasks, such as managing documents and handling emails.
- Creates digital content in common formats to share information or opinion, abiding by copyright or licensing rules when using digital information/content.
- Selects the appropriate measures for protecting devices and digital assets.
- Conducts basic trouble shooting by utilizing help functions, web searches, or forums.

Continuous Learning - Level 2

Definition: Identifying and addressing learning and developmental needs to enhance own performance.

- Requests additional feedback to clarify learning needs.
- Follows-up on issues to maintain knowledge and skills.
- Seeks coaching in areas where techniques are rapidly evolving.
- Seeks to continually acquire and apply new knowledge and learning to improve job performance.

Analytical Thinking - Level 2

Definition: Analyzing and synthesizing information to understand issues, identify options, and support sound decision making.

- Identifies critical connections and patterns in information/data.
- Draws logical conclusions based on in-depth analysis of information.
- Recognizes causes and consequences of actions and events that are not readily apparent.
- Anticipates obstacles considering next steps.

Problem Solving - Level 2

Definition: Identifying problems and their solutions.

- Identifies straightforward, practical solutions, when predefined solutions are not applicable.
- Selects solutions to basic problems, considering predefined options and using clear criteria/procedures.
- Verifies that problems have been solved.

Project Management - Level 1

Definition: Planning, implementing, monitoring, and completing projects while ensuring effective management of scope, resources, time, cost, quality, risk, and communications.

- Explains project goals, participants' roles, and the importance of project management principles, such as time, cost and quality management.
- Participates in project support activities (e.g., gathers needed information).

- Participates, under supervision, with others in small and well-defined components of the project.

Project Planning - Level 1

Definition: Defining, elaborating, and prioritizing objectives, activities, and milestones; securing resources (people, material, information, budget, and time).

- Describes project scope in detail.
- Identifies project objectives.
- Assists in the identification of project requirements for the project charter.
- Assists in identifying and itemizing budget requirements.
- Archives and maintains a library of project planning artifacts, such as project charter and stakeholder communications.
- Records project details into project management software, (e.g., schedule, budget, milestones, baselines).

Education and Experience

- High school diploma or general education diploma (GED)
- Two or more years of related experience, including experience in Computer Aided Design (CAD)
- A comparable amount of education and experience may be substituted for the minimum requirement.

Licenses and Certifications

Required

- Valid driver's license

Working Conditions

- Frequent exposure to potentially adverse weather conditions.
- Frequent physical activity: standing/walking, pushing/pulling, bending, reaching, lifting and carrying, climbing steps, squatting, stooping, and related activities.
- Must wear appropriate PPE as required.

Please note that this job description is not intended to provide an exhaustive listing of tasks, activities, or responsibilities required of the employee in this role. Tasks, responsibilities, and duties may change without notice.