

Logan County Engineer's Office

Job Title: **Engineering Technician**

Department: **Engineering**

Reports To: **Assistant Engineer**

The specific statements in each section of this description are not to be construed as exclusive or be all-inclusive

SUMMARY:

Under general supervision; develop initial plans, sketches, and design elements for various projects; conduct necessary engineering calculations to ensure project meet engineering standards; review engineering and drafting work; assist with joint projects, including ODOT, townships, and villages; assist with financial management, programs, and administrative operations; and assist with coordinating various road and permit programs.

ESSENTIAL JOB DUTIES:

- Draft preliminary plans and working drawings from survey notes and data using CADD (i.e. Carlson Civil).
- Review submitted plans, conduct engineering calculations and estimate costs and materials using spreadsheets.
- Prepare preliminary plans and design recommendations. Design minor details and alterations to plans.
- Assist the Survey Department by assisting in field surveys, performing survey research and other related duties.
- Assist with joint projects including ODOT, townships, and villages.
- Assist with Access Management, the ditch program, various permit programs and preparing bid documents for projects.
- Assist in right-of-way purchase, easement procurement, and project work agreements.
- Assist with planning, preparation, and administration of highway construction projects, resurfacing and chip-seal programs.
- Review invoices, verify materials, inspect project sites, and ensure compliance with specifications and applicable codes.
- Prepare reports, document project activities, and maintain accurate project records.
- Conduct field materials test and analysis.
- Assist Pavement Specialists.
- Assist with departmental expenditures and conducting annual inventory reviews.
- Help with equipment acquisition and vehicle procurement.
- Assist front desk staff with phone calls and greeting the public.
- Operate a dump truck with a snow plow attachment for snow and ice control emergencies.
- Serve as an on-call emergency response supervisor and participate in the established rotation.
- Performs other duties and tasks as assigned by the County Engineer and Assistant Engineer.

SUPERVISORY RESPONSIBILITIES:

This job has no supervisory responsibilities.

REQUIREMENTS AND QUALIFICATIONS

DRIVER'S LICENSE Valid State of Ohio Driver's License.

COMMERICAL DRIVER'S LICENSE: Valid Class B CDL (preferred) OR ability to obtain after employment.

EDUCATION AND EXPERIENCE:

- Associate's degree (A.A.) in Civil Engineering or equivalent from a two-year college or technical school; OR
- Five years of related experience and/or training; OR
- Equivalent combination of education and experience
- Certifications in ASTM C31, C231, and C143 OR ability to obtain after employment.

RESIDENCY: Must reside within a 36-minute commute of the Logan County Engineer's Office and maintain residency throughout employment.

REQUIRED QUALIFICATIONS:

To perform this job successfully, an individual must meet all requirements, perform each essential duty and responsibility satisfactorily, and meet all physical demands. The outline below represents the knowledge, skill, ability, responsibility, requirements, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

INDEPENDENT WORK: Ability to take ownership of tasks and projects, working effectively with minimal supervision.

COMMUNICATON & COLLABORATION: Excellent written and verbal communication skills for reports, presentations, and interacting with diverse audiences (elected officials, supervisors, colleagues, vendors, contractors, and the public). Strong, professional interpersonal skills to build positive working relationships.

COMPUTER SKILLS: Proficiency in MS Office Suite (Word, Excel, PowerPoint, Publisher) and database applications.

REASONING ABILITY: Skilled at critical thinking and problem-solving in non-standard situations, and interpreting instructions from various sources (verbal, written, or diagrams).

MATHEMATICAL SKILLS: Strong mathematical skills with the ability to apply concepts like algebra, geometry, fractions, percentages, ratios, and proportions to solve practical problems related to material quantities, grades, slopes, and other relevant engineering measurements. Perform accurate calculations using various mathematical functions.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

PHYSICAL ABILITIES: Tasks involve the ability to exert moderate to intense work, including frequent stooping, kneeling, crouching, crawling, climbing, lifting, carrying, holding, pushing, or pulling objects and materials weighing up to 50 lbs. Frequent need to sit and stand. Occasional need to climb ladders. Regularly use arms and hands above and below the shoulder. Regularly stand or walk on both flat or uneven terrain. Occasionally work at extended heights, in precarious locations.

SENSORY REQUIREMENTS: Tasks involve the ability to distinguish colors. Some tasks require the ability to perceive and discern sounds, odors, and textures. Some tasks require peripheral vision, depth perception and visual judgement. Tasks frequently require the ability to effectively verbally communicate, including the ability to listen attentively.

ENVIRONMENTAL FACTORS: Tasks are regularly performed in an office environment with occasion to working outdoors in all weather conditions with exposure to various elements, including dirt, dust, grease, pollen, poison ivy, insects, fumes, airborne particles, noise extremes, electric currents, vibrations, moving traffic, and toxic agents.