

HAYS COUNTY JOB DESCRIPTION

Job Code: TBD
Grade: 110
FLSA: Non-Exempt

Prepared by: Transportation Dept.
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ENGINEERING TECHNICIAN

Essential functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. This list of responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Summary: Under limited supervision, the Engineering Technician performs various tasks as directed by the staff, including, but not limited to: oversight of and record keeping regarding construction projects, placement of traffic counters, turning movement counts, conducting speed studies, field note collection, assisting in inspection of construction, preparation of reports concerning tasks performed, utilization of engineering software (ArcGIS/AutoCAD), researching permits and deeds, and other tasks as assigned by engineering staff.

Responsibilities

- Operates county vehicle to various locations county-wide.
- Follows established safety procedures and guidelines.
- Perform limited construction inspection duties on an as needed basis
- Assist in the preparation and documentation of permits
- Assist in the research of various legal instruments
- Assist in differential leveling, document creation, and other field work
- Assist in the creation and maintenance of county roadway inventory
- Assist in the creation and maintenance of technical drawings, standards, and exhibits
- Test and operates all engineering devices, including, but not limited to, traffic counters, radar signs, optical levels, and laser levels
- Follows safety regulations.
- Communicates all changes and problems to the Operations Superintendent.
- Prepares work orders.
- Responds to radio/cell phone calls from all employees
- Place, secure and retrieve all mobile radar sign units and all temporary tube counter devices.
- Transfer traffic study data from tube counter devices into a USB drive to submit to the Operations Superintendent or as directed to others.
- Program wirelessly all mobile and permanent radar sign units for gathering and compiling data by location.
- Generate wirelessly all mobile and permanent radar sign unit data reports.
- Troubleshoots any issues regarding the operation and programming of all mobile and permanent radar sign units and tube counters and makes recommendations to the Operations Superintendent on said repairs/replacements.
- Regularly inspect for proper operation all low water crossing system and flood control dam system devices
- Prepare reports regarding data collected from tube counters, radar signs, and/or turning movement counts
- Performs other Department related duties to as assigned.

Knowledge

Requires basic knowledge of civil engineering principles with ability to self-study to gain:

- Exceptional knowledge of Hays County Transportation Department regulations, policies, and procedures.

- Exceptional knowledge of radar sign operation, tube counter operation, low water crossing & flood control dam system operation,
- Exceptional knowledge of engineering tools.
- Exceptional knowledge of radio/cell phone procedures.
- General knowledge of basic tools.
- General knowledge of equipment and procedures needed to maintain all mobile and permanent radar sign units and tube counter devices.
- Knowledge of radar sign computer program.
- Knowledge of tube counter computer program.
- Knowledge of transporting, installing and retrieving mobile radar sign units and temporary tube counter devices.
- General knowledge of flasher lights, timers and solar panel assemblies.
- General knowledge of low water crossing and flood control dam monitoring programs.

Required Skill

- General skill in reading and understanding engineering plans and manuals
- General skill and ability to learn various engineering programs such as AutoCAD civil 3d and ArcGIS
- General skill in establishing and maintaining effective working relationships with supervisors, co-workers, vendors, outside agencies, and the general public.
- General skill in customer service.
- General organizational skills.
- General skill in expressing oneself clearly and concisely, both orally and in writing.
- General skill in the use of desktop and laptop computers, tablets, Bluetooth devices, and USB drives.

Education and/or Experience

Any combination of experience or training may be substituted on a year for year basis.

- Requires High School Diploma or GED.
- 2 or 4 year degree in engineering science, construction management, construction technology, or related field of study
- Texas Driver License

Other Qualifications, Certificates, Licenses, Registrations

- Ability to maintain continuing education requirements.
- Ability to become NICET level I or II certified

Supervision

- The Engineering Technician is required to satisfactorily perform the above duties and will be evaluated for technical soundness, accuracy and completeness and adherence to instructions.
- The Engineering Technician is responsible for carrying out recurring assignments independently, handling problems and deviations in accordance with accepted practices.

Guidelines

The Engineering Technician must use judgment in interpreting and adapting the proper policies, precedence, and procedures for application to specific cases or problems and may recommend change or improvements. This position must identify and analyze processes and systems at work and have a strong work ethic. The Engineering Technician must follow directions, meet deadlines, have good attendance, be punctual, keep promises, be reliable, and have a proper attitude.

Emotional Demands

This position must obtain, clarify or give facts to county employees and members of the outside public. An attitude of cooperation and team building is needed in the Engineering Tech position.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to:

- Use of his/her hands and fingers to handle or feel.
- Reach with hands and arms.
- Talk.
- Hear.
- Frequently stand, walk, crawl, crouch, kneel, stoop, sit, climb and balance.
- Required to lift and/or move up to 175 pounds.
- Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

Work Environment

The employee frequently travels to various locations throughout the county to deliver and install equipment related to traffic studies. Analysis of data collected will be accomplished in an office setting at various locations throughout the County. The work involves everyday risks or discomforts requiring normal safety precautions typical of a travel. Minor repairs of equipment will be accomplished in a garage setting, which includes exposure to fumes, airborne particles, and toxic or caustic chemicals. The noise level in the work environment is often loud and the employee may be required to wear protective gear.

Acknowledgement

I agree that I am able to satisfactorily perform the essential duties listed above with or without an accommodation. I understand the satisfactory performance of the essential duties in this job description is a condition of my employment. I agree to follow the instructions of my supervisor within the constraints of the law and will perform additional duties to the best of my ability when instructed to do so.

I acknowledge the receipt of the current Hays County Personnel Policy Manual, which outlines my privileges and obligations as an employee. I acknowledge that the provisions of the Personnel Policy are terms and conditions of my employment and I agree to abide by them. I accept responsibility for reading and familiarizing myself with the information in the manual. It is understood that any changes to this policy will be communicated to me in writing. I agree to return the manual to my supervisor if I leave the employ of Hays County.

I further understand that my employment is terminable at will so that both Hays County and its employees remain free to choose to end the employment relationship at any time for any reason or no reason.

I fully understand that I may be granted compensation time in lieu of payment of overtime to the extent provided by law. I also understand that my supervisor can instruct me to take compensation time.

Employee Signature

Date

List any and all accommodations that are needed to satisfactorily perform the essential functions of this position: