

# PAGE COUNTY JOB DESCRIPTION

## Technician

### **DEFINITION AND DUTIES:**

Under general supervision, perform technical engineering and/or surveying related work including lead responsibility for construction project inspection.

### **Knowledge of:**

- Mathematics, including algebra, geometry and trigonometry
- Civil engineering and surveying principles and practices
- All phases of construction, including construction site inspection and plant inspection
- Engineering drawing techniques using computer software such as AutoCAD
- Basic safe work practices
- English language to include basic grammar, sentence structure, and punctuation

### **Ability to:**

- Make accurate calculations, keep accurate records and maintain organized documentation
- Read and understand engineering and surveying plans, plats and specifications
- Establish and maintain effective working relationships with co-workers, supervisors, contractors and members of the public
- Represent Page County and perform duties in a professional, responsible and trustworthy manner
- Use a computer and peripheral equipment for the purposes of word processing, CAD drafting, data entry, spreadsheets, email and the Internet
- Operate common office equipment such as calculators, fax machines, photocopiers and multi-line telephones
- Be detail oriented when completing work assignments
- Handle multiple tasks and competing priorities
- Operate inspection and testing equipment both in the field and in the lab
- Operate an automobile
- Handle low to moderate levels of stress, meet deadlines and solve problems appropriate to the position
- Organize and present facts, ideas and opinions clearly and concisely, orally and in writing
- Have clarity of speech and hearing which permits effective communication
- Understand and follow oral and written instructions
- Have sufficient manual dexterity to make handwritten notations and which permits moderate use of a keyboard, mouse and hand tools
- Have sufficient vision which permits moderate production and review of a wide variety of materials both in electronic and hard copy forms
- Occasionally lift, carry, push and/or pull up to 100 pounds
- Safely perform a variety of physical tasks associated with road construction, maintenance and repair, and engineering, including bending, stooping, kneeling, squatting, climbing, twisting, crawling, reaching and sitting
- Stand and walk frequently, sometimes on uneven and unstable surfaces such as at construction sites, roadway or ditch embankments
- Endure exposure to adverse weather conditions and terrains while conducting field work
- Have sufficient personal mobility to complete field work at various sites
- Work flexible schedule and occasional overtime as needed

### **MINIMUM EDUCATION, TRAINING AND EXPERIENCE:**

High school graduate or equivalent and five (5) years of experience in engineering, surveying, construction inspection, materials inspection and testing; OR any equivalent combination of education and experience which provides the required knowledge and abilities.

**Special requirements:** Current I.D.O.T. Certified Technician Level II Aggregate, Level I and II PCC and Level I ACC or obtain within 1 year of hire. Valid Iowa Class C Commercial Driver's License preferred and insurable under County liability coverage.

**SPECIFIC DUTIES:** *to be performed satisfactorily with or without reasonable accommodation*

**The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.**

- Review engineering and/or surveying notes, data and calculations for completeness and accuracy.
- Perform a variety of drafting operations in the preparation of highway, bridge and culvert plans.
- Update and maintain various inventory maps.
- Incorporate standard details into plan sets, calculate construction quantities and cost estimates and review plans and documents for accuracy and compliance with standards.
- Perform inspection activities on varied construction projects such as highway grading and paving, bridges, culverts and erosion control.
- Perform a variety of standard quality control tests for construction both in the field and in the lab.
- Keep project diaries, notes and sketches of construction work performed and conversations with contractors, utility companies, property owners, state and federal officials and the general public.
- Maintain detailed project records, prepare and review periodic reports and perform technical duties in a construction office or lab.
- Measure, verify and document quantities of work completed and prepare payment vouchers and progress reports.
- Keep Engineer informed of progress and potential issues and problems.
- Responsible for the maintenance, upkeep and protection from theft of assigned property and equipment.
- Participate in training and work-related meetings as requested.
- Perform all work duties and activities in accordance with County policies, procedures, collective bargaining agreements and safety practices.
- Attend work regularly at the designated time and place.

FLSA Status: Non-Exempt

Date Established: May 16, 1997

Date Revised: November 5, 2021

The County of Page is an Equal Employment Opportunity Employer. In compliance with the Americans Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.

**Apply By: Position open until filled**