

CURRITUCK COUNTY JOB DESCRIPTION

JOB TITLE: ENGINEER TECHNICIAN PUBLIC WORKS

GENERAL STATEMENT OF JOB

Engineer Technician is responsible for assisting the County Engineer in providing professional engineering services to the county. This position provides engineering services to the County within the Department of Public Works under the supervision of the County Engineer.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Maintains communication with other departments and County Engineer to exchange information relating to planning, engineering and construction of county projects.

Assists the County Engineer related to the planning, administration, and timely completion of approved construction projects, programs, and rehabilitations.

Assist with oversight of the concept, design, revision, and construction of various County related capital improvement and replacement projects to include water and sanitary sewer infrastructure, drainage structures, and other County facilities as required.

Enforces and administers Federal, State, and Local rules, regulations, and ordinances related to construction contracting and public health and safety.

Assist with the planning, development, and administration of internal policies and procedures as they relate to the County's stormwater, water and wastewater systems.

Assist with preparation of scope of work and Request for Proposals (RFP) for various professional services required for County projects.

Help coordinate the selection, negotiation, progress evaluation, and payment of professional consultants and other construction and engineering services.

Analyzes and compiles construction cost estimates, proposals, quotations, and bids for County projects.

Review and approve subdivision and land development plans for compliance with regulations and sound engineering practices related to design of water, wastewater, and stormwater systems as required.

Review, approve and inspect private road construction for subdivision and site plans.

Review and approve Culvert Certification Waivers, Land Disturbance Permits and Topographic Certifications as required for site development.

Review Floodplain Development Permits and plans as needed.

ADDITIONAL JOB FUNCTIONS

Serve as a member of the County's Technical Review Committee.

Provides technical assistance to the County Engineer in the design and implementation of County projects.

Provides cordial, responsive and accurate customer service in both written and/or verbal formats.

Maintain collaborative working relationships with those contacted in the course of work activities.

Have the ability to read, analyze, and interpret governmental regulations and procedures.

Have the ability to prepare reports and business correspondence.

Have the ability to effectively present information and respond to questions from individual or groups of clients and the general public.

Have the ability to review and interpret construction drawings and specifications.

Perform and interpret various hydraulic and stormwater computer software packages.

Have the ability to use computer-aided design and drafting programs.

Perform office administrative duties as assigned.

MINIMUM TRAINING AND REQUIREMENTS

EDUCATION AND EXPERIENCE

Bachelor of Science degree in Engineering Technology, and experience in surveying, drafting and construction project management; or an Associate of Science degree in Engineering Technology and 5 years experience in surveying, drafting and construction project management.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the principals and practices of civil engineering as applied to the development and construction of public works and public utilities projects; thorough knowledge of the principals and practices of urban planning; ability to plan and direct the work of subordinates, ability to plan projects and prepare cost estimates and specifications; ability to maintain effective working relationships with County officials, employees, contractors, and the general public; ability to effectively communicate complete ideas, orally and in writing.

SPECIAL REQUIREMENTS

Possession of a valid North Carolina Drivers License.

WORKING CONDITIONS

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, and repetitive motions.

Vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or make fine distinctions in sound.

Visual acuity is required for visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

Subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, and atmospheric conditions.