



# Engineering Technician III

## Job Description

Department: Public Works  
Position: Career Service  
Grade: 723  
Supervisory: No  
Reports to: Engineering Technician Supervisor

### Summary

Under minimal supervision of the Engineering Technician Supervisor, performs expert-level technical duties to support complex inspections, development review, project management, maintenance of county roads, and other Public Works related issues.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Review, issue, and perform Public Works inspections for land disturbance, floodplain, stormwater, and other permits.
2. Coordinate and serve as the Utah County liaison for the Utah County Stormwater Coalition and attend all coalition meetings.
3. Serve as the primary liaison for stormwater public education; oversee activities and provide educational resources and instructors as needed.
4. Develop specifications, oversee the purchase and distribution of required stormwater educational materials, and conduct inspections to ensure stormwater project compliance with regulations and management plans.
5. Develop, administer, and implement training programs and materials to ensure stormwater program compliance and effective maintenance of county facilities and staff.
6. Prepare the county's annual stormwater report to ensure compliance with state and federal standards and deadlines; provide accurate data to city partners to facilitate public education and budget reporting.
7. Manage and enforce floodplain regulations to ensure compliance with local, state, and federal ordinances; maintain accurate floodplain maps and records; provide flood-related information and mitigation guidance to the community.
8. Process floodplain development permit applications; ensure compliance with local regulations and National Flood Insurance Program (NFIP) standards within the Special Flood Hazard Area (SFHA).

### For Office Use Only

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Job Title: Engineering Technician III  
FLSA: Non-Exempt  
Effective Date: 3/17/2025  
Public Safety: No

Worker's Compensation: County  
Background Level: I  
Safety Sensitive: No  
DOT: No  
ML: Individual Contributor

9. Maintain records of floodplain development including permits, inspections and compliance documentation.
10. Respond to complaints, investigate potential violations, and recommend appropriate enforcement actions.
11. Develop and create Public Works development standards, ordinance and county codes as assigned; provide recommendations for amendments based on needs or legislation requirements including the writing of the stormwater management standard operating plans (SOP) for county-owned facilities, land disturbance permits, and floodplain regulations.
12. Assist with the management and site inspection of construction projects and field activities; attend project coordination meetings with contractors and developers as assigned.
13. Assist with maintaining flood channels and debris basins including cleanup; monitor for unsafe conditions and adjust discharge rates.
14. Design and create specifications and as-built drawings for county projects.
15. Assist with civil and surveying design using Computer-Aided Design (CAD) and Arc Geographic Information System (ArcGIS) software.
16. Maintain assessment files, project diaries, and reports related to stormwater, land disturbance, floodplain, ordinance and code updates, and related environmental compliance documents.
17. Ensure county facilities and properties comply with Stormwater regulations; conduct inspections of all county-owned facilities and county-managed projects as needed.
18. Create and maintain a current stormwater system map and track active stormwater and land disturbance permits within the county.
19. Respond to emergency situations on an on-call basis as assigned.
20. Perform duties of Engineering Technicians I and II as required.

### **Knowledge, Skills, and Abilities**

- Knowledge of stormwater regulations, floodplain administration, and land disturbance
- Knowledge of the principles and practices of traffic control, signage, and pavement marking
- Knowledge of permit requirements
- Knowledge of county development standards and county ordinances and codes
- Knowledge of the Manual for Uniform Traffic Control Device
- Knowledge of computer programs, including computer aided drafting
- Knowledge of Microsoft products, including Excel, Powerpoint, Word, Outlook, and Teams
- Knowledge of surveying, engineering, and construction principles and practices
- Skilled in reading, writing, and basic math
- Skilled in pouring and forming concrete
- Skilled in the use of power equipment and hand tools
- Skilled in operating and maintaining field engineering equipment
- Skilled in document composition
- Skilled in interpersonal communication

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- Skilled in algebra, trigonometry, geometry, surveying, advanced math, and applied engineering calculations
- Skilled in analytical problem solving
- Ability to respond effectively and appropriately in emergency situations
- Ability to read and interpret standard construction plans and maps
- Ability to communicate effectively, both verbally and in writing, and to follow written and verbal instructions
- Ability to maintain files, records, and reports
- Ability to coordinate multiple tasks effectively
- Ability to maintain cooperative relationships with those contacted in the course of work activities

### **Supervisory Responsibility**

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

### **Work Environment**

This job operates primarily in a professional office environment, but also requires extended periods of outdoor work, occasionally in varying weather conditions, including heat, cold, or inclement weather. Employees are exposed to environmental hazards such as fumes, noxious odors, bodily fluids, dusts, mists, gases, poor ventilation, electrical hazards, as well as potential physical hazards and to possible bodily injury from moving machinery, tools, and equipment. Work may expose the incumbent to hazardous chemicals, unknown, dangerous, and/or life-threatening conditions. This job requires the use of protective devices as mandated by Occupational Safety and Health Administration (OSHA) and other relevant regulatory entities. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. The incumbent is required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

### **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.

While performing the duties of this job, the employee is required to use a high degree of manual dexterity to handle, feel, and operate equipment, tools, and controls, and reach with hands and arms. The employee is frequently required to stand, talk, and hear, kneel, twist, climb, walk, and bend. Specific vision abilities by this job include close vision, ability to adjust focus, and ability to distinguish between shades of color and patterns. The employee will be required occasionally to work at various heights, on ladders, on various lifts, and in confined spaces. The employee is required to type, file, and frequently

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lift supplies and equipment up to seventy-five (75) pounds and occasionally up to one hundred (100) pounds. The employee regularly drives a motor vehicle.

### **Position Type/ Expected Hours of Work**

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening, weekend, and holiday work may be required as job duties demand. Incumbent may be expected to be on-call as assigned.

### **Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

### **Required Education and Experience**

1. Associate degree in Civil Engineering, Drafting Technology, or Surveying.
2. Four (4) years of work experience performing civil engineering activities.
3. Equivalent combinations of education and work experience may also be considered.

### **Additional Eligibility Qualifications**

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment
2. Selected applicants will be required to submit to a pre-employment drug screen and must pass a background check.
3. Selected applicants must obtain the following certifications during the probationary period for new hires or the trial period for promoted county employees and must maintain all required certifications during employment. Selected applicants or county employees may also be required to obtain additional certifications as directed. County employees must possess all required certifications and licenses before moving into this classification through reassignment, transfer, or career ladder advancement.
  - a. Registered Stormwater Inspector (RSI)
  - b. Registered Stormwater Pollution Prevention Plan (SWPPP) Writer (RSW)
  - c. Certified Floodplain Manager (CFM)
  - d. Flagger Certification
  - e. Forklift Certification
  - f. Complete a Defensive Driving course

### **Career Ladder Advancement**

For career ladder advancement from a lower classification level of this series to a higher one, there must be funding in the budget and the employee must:

1. Possess the required licensure and certifications of the higher classification level.

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2. Meet the education and experience requirements and the class characteristics of the higher classification level.
3. Receive written recommendation from the department head.
4. Receive approval from the Director – Human Resources.

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

**Acknowledgement below to be completed after an offer has been extended and accepted.**

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee \_\_\_\_\_ Date \_\_\_\_\_

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