



Engineering Technician II

Job Description

Department: Public Works
Position: Career Service
Grade: 722
Supervisory: No
Reports to: Engineering Technician Supervisor

Summary

Under general guidance and direction of the Engineering Technician Supervisor, performs advanced technical duties to support 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 excavation, access, event, land disturbance, floodplain and other permits.
2. Perform inventory and inspections of county road, bridges signs, and other county properties, including road assessments and sign inspections; manage order supplies and materials, as needed.
3. Assist with county sign maintenance, including repair, replacement, and fabrication as needed.
4. Review proposed subdivisions; inspect subdivisions and provide a written conformance letter to ensure compliance with county development standards.
5. Assist with the management and site inspection of construction projects and participate in project coordination meetings with contractors and developers as assigned.
6. Inspect and monitor quality control of county projects, including chip sealing, drainage, road maintenance, safety, signage, and road and bridge construction; collect data on county projects.
7. Assist in the inspection and review of stormwater related projects to ensure compliance with stormwater regulations including stormwater management plans and land disturbance permits.
8. Design office space for remodeling projects in county buildings.
9. Conduct bridge assessments with the State Bridge Inspectors; provide and relate recommendations to resolve identified concerns.
10. Assist with railroad crossing inspections and assessments to ensure inspection emphasizes safety and liability considerations.
11. Collect and analyze roadway traffic data, including speed studies, traffic counts, turning movements, and surface road conditions.

For Office Use Only

Job Code: 3043
Job Title: Engineering Technician II
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

12. Assist with maintaining flood channels and debris basins including cleanup; monitor for unsafe conditions and adjust discharge rates.
13. Design and create construction and as-built drawings for county projects.
14. Assist with civil and surveying design using Computer-Aided Design (CAD) and Arc Geographic Information System (ArcGIS) software.
15. Assist with field activities on county projects, including site inspections, data collection, and surveying.
16. Maintain assessment files, project diaries, and reports related to roads, signs, bridges, culverts, and traffic control devices.
17. Assist in ensuring county facilities and properties comply with Stormwater regulations; conduct inspections of all county-owned facilities and county-managed projects as needed.
18. Assist in creating and maintaining a current stormwater system map and tracking active stormwater and land disturbance permits.
19. Respond to emergency situations on an on-call basis as assigned.
20. Perform duties of Engineering Technician I as required.

Knowledge, Skills, and Abilities

- Knowledge of stormwater regulations
- Knowledge of the principles and practices of traffic control, signage, and pavement marking
- Knowledge of permit requirements
- Knowledge of county development standards
- 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
- 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

For Office Use Only

Job Code: 3043

Job Title: Engineering Technician II

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

- 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 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.

For Office Use Only

Job Code: 3043
Job Title: Engineering Technician II
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

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's degree in Civil Engineering, Drafting Technology, or Surveying.
2. Two (2) 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. Flagger Certification
 - c. Traffic Control Technician
 - d. Traffic Control Supervisor
 - e. Trench Safety Certification
 - f. Forklift Certification
 - g. 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.
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.

For Office Use Only

Job Code: 3043

Job Title: Engineering Technician II

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

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 _____

For Office Use Only

Job Code: 3043
Job Title: Engineering Technician II
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