



# Engineering Technician II

## Job Description

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

### Summary

Under direction of the Engineering Technician Supervisor, performs various duties to support inspecting and managing county roads and other public works projects.

### Essential Functions

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

1. Repair, replace, and create new county signs, as needed.
2. Assist with performing inventory and inspections of county roads, bridges, signs, and county properties; order supplies and materials, as needed.
3. Assist with performing inspections for excavation and access permits.
4. Assist with inspection of subdivisions to ensure conformance to plans and adherence to county development standards.
5. Assist with the management and site inspection of construction projects.
6. Oversee and coordinate projects with contractors and developers, as assigned.
7. Inspect county projects, including chip sealing, drainage, road maintenance, safety, signing, and road and bridge construction; collect data on county projects.
8. Inspect quality control efforts on county construction projects.
11. Ensure compliance with storm water regulations; assist with inspecting construction projects within the county, including storm water management plans, as needed.
9. Assist with forming and pouring concrete footings, slabs, and walls.
10. Assist with framing and erecting of small structures.
12. Assist with maintaining flood channels and debris basins including cleanup; monitor for unsafe conditions and adjust discharge rates.
11. Design and create construction and as-built drawings for county projects.
12. Design office space for remodeling projects in county buildings.
13. Conduct bridge assessments with the State Bridge Inspectors; resolve identified concerns.

### For Office Use Only

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Job Title: Engineering Technician II  
FLSA: Non-Exempt  
Effective Date: 8/17/2023  
Public Safety: No

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

14. Assist with railroad crossing inspections and assessments to ensure inspection emphasizes safety and liability considerations.
15. Perform collection and analysis of roadways concerning traffic, such as speed studies, traffic counts, turning movement counts, etc.
16. Assist with civil and surveying design using the CAD and ArcGIS computer systems.
17. Assist with field activities on county projects.
18. Maintain assessment files, project diaries, and reports.
19. Ensure facilities and construction projects comply with Storm Water regulations; review storm water management plans for construction projects within the county; perform inspections, as needed on all construction projects and of county-owned facilities.
20. Create and maintain a current storm water system map.

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

- Knowledge of storm water regulations
- Knowledge of the principles and practices of traffic control, signage, and pavement marking
- Knowledge of access permit requirements
- Knowledge of county development standards
- Knowledge of computer programs, including computer aided drafting
- 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 maintain cooperative relationships with those contacted in the course of work activities
- Ability to respond effectively and appropriately in emergency situations
- Ability to read and interpret standard construction plans and maps
- Ability to communicate effectively verbally and in writing
- Ability to follow written and verbal instructions
- Ability to maintain files, records, and reports
- Ability to coordinate multiple tasks effectively

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### **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 in a professional office environment and occasionally outdoors in hot, cold, or inclement weather. This job exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation, and to possible bodily injury from moving mechanical parts of equipment, tools, or machinery. This role requires use of protective devices such as masks, goggles, and gloves. 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 objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, walk, talk, and hear. 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 is required to type, file and lift supplies 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 and weekend work may be required as job duties demand.

### **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. Two (2) years of work experience performing civil engineering activities.
3. Equivalent combinations of education and work experience may also be considered.

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**Additional Eligibility Qualifications**

1. Selected applicants must obtain the following certifications during the probationary period for new hires or trial period for promoted County employees and maintain certifications throughout employment:
  - a. Registered Storm Water Inspector
  - b. Flagger Certification
  - c. Traffic Control Technician Certification
  - d. County employees must possess said certification upon reassignment, transfer, or career ladder advancement.
2. Applicants must possess a valid driver’s license and obtain a valid State of Utah driver’s license within sixty (60) days of employment.
3. Selected applicants will be required to submit to a pre-employment drug screen and background check.

**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.

**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.

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**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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