



Engineering Technician I

Job Description

Department: Public Works
Position: Career Service
Grade: 720
Supervisory: No
Reports to: Engineering Technician Supervisor

Summary

Under close to general guidance and 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 Public Works inspections for excavation, access, events, land disturbance, floodplain and other permits.
3. Perform inventory and inspections of county roads, bridges, signs, and other county properties; order supplies and materials, as needed.
4. Assist with inspections of subdivisions to ensure compliance with county development standards.
5. Assist with the management and site inspection of construction projects and coordinate projects with contractors and developers as assigned.
6. Assist with the inspection and 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 of stormwater related projects to ensure compliance with stormwater regulation including stormwater management plans, as needed.
8. Assist with forming and pouring concrete footings, slabs, and walls.
9. Assist with framing and erecting small structures.
10. Assist with maintaining flood channels and debris basins, including cleanup; monitor for unsafe conditions and adjust discharge rates.
11. Conduct all traffic counts and studies and generate traffic reports for all county roads.
12. Monitor flagger and traffic control device setup and operation on county road projects.
13. Submit and coordinate Blue Stakes requests for County projects as directed.
14. Respond to emergency situations on an on-call basis as assigned.

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Job Code: 7005
Job Title: Engineering Technician I
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

Knowledge, Skills, and Abilities

- 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 procedures for traffic counts and traffic studies
- Knowledge of Blue Stake standards
- Knowledge of Microsoft products, including Excel, PowerPoint, Word, Outlook, and Teams
- 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
- 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 cooperative relationships with those contacted in the course of work activities

Supervisory Responsibility

This position has no direct supervisory responsibility.

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.

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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.

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. High School Diploma.
2. Two (2) years of work experience performing civil engineering activities.
3. Equivalent combinations of education and 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 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.
 - a. Flagger Certification
 - b. Traffic Control Technician
 - c. Traffic Control Supervisor
 - d. Forklift Certification
 - e. Complete a Defensive Driving Course

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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.

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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