



# Engineering Technician Supervisor

## Job Description

Department: Public Works  
Position: Career Service  
Grade: 726  
Supervisory: Supervisor  
Reports to: Division Manager - Engineering

### Summary

Under general supervision of the Division Manager – Engineering, manages county construction projects, oversees stormwater regulation compliance, and provides direct supervision to Engineering Technicians.

### Essential Functions

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

1. Supervise, plan, coordinate, and direct the work of assigned personnel; schedule workload and delegate assignments; oversee training and conduct staff meetings.
2. Make staffing decisions related to the hiring, retention, and training of assigned personnel; evaluate and conduct performance appraisals.
3. Identify, evaluate, and resolve personnel concerns; administer disciplinary actions in accordance with County policy and procedures.
4. Review all daily work reports, inspection reports and timecards for assigned employees and projects.
5. Supervise and coordinate field operations of assigned employees and contractors to ensure the timely completion of county Public Works projects related to roads, bridges, signage, small structures, park facilities, parking lots, and other similar County facilities.
6. Supervise the review and evaluation of the road, bridge, and traffic control device conditions; utilize and evaluate traffic studies, computer aided road condition programs, crash and accident analysis, including other federal or state provided inspection reports.
7. Acquire right-of-way and property for projects, as needed; assist in preparing exhibits, legal descriptions, warranty/quit claim deeds, real estate purchase agreements and all other right-of-way documents.
8. Supervise inspections of county projects to ensure quality and compliance with all applicable plans, specifications, building and construction codes, legislation, and county standards.
9. Prepare and compile specifications and drawings for county projects including construction, traffic control, and as-built drawings, as needed; participate in the bid evaluation committee, as requested.
10. Respond to complaints related to county projects.

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Safety Sensitive: No  
DOT: No  
ML: Supervisor

11. Perform civil and surveying design using Computer-Aided Design (CAD) and Arc Geographic Information System (ArcGIS) software.
12. Assist in the safety review of county projects.
13. Supervise existing Public Works development standards and county codes; 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.
14. Supervise subdivision and development reviews; provide recommendations for bond estimates and bond releases.
15. Supervise all Public Works permits including excavation, access, event, land disturbance, floodplain and other permits to ensure conformance with safety and construction standards.
16. Supervise the county stormwater and floodplain responsibilities, including the review and approval of stormwater management plans (SWMPs).
17. Manage the county's debris basin facilities.
18. Act as dam tender for all county-maintained debris basins.
19. Respond to emergency situations on an on-call basis as assigned.
20. Perform duties of Engineering Technicians I, II, and III as required.

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

- Knowledge of stormwater regulations and best management practices
- Knowledge of local codes, requirements, and safety rules
- Knowledge of technical manuals including the Standard Specifications for Construction and the Manual for Uniform Traffic Control Device
- Knowledge of advanced drafting and design applications and techniques
- Knowledge of surveying and engineering design standards
- Knowledge of Microsoft products, including Excel, PowerPoint, Word, Outlook, and Teams
- Knowledge of supervisory techniques
- Skilled in algebra, trigonometry, geometry, surveying, applied engineering calculations, and advanced math
- Skilled in reading and interpreting blueprints, plans, specifications, diagrams, sketches, and maps
- Skilled in computer aided design, mapping, word processing, and surveying Coordinate Geometry (COGO) applications
- Skilled in calculating cost estimates
- Skilled in operating and maintaining field engineering equipment
- Skilled in analytical problem solving
- Ability to read specifications, blueprints, and construction plans
- Ability to communicate technical information verbally and in writing
- Ability to train and lead others
- Ability to maintain cooperative working relationships with those contacted in the course of work activities

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**Supervisory Responsibility**

This position has direct supervisory responsibility and serves 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.

**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.

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**Required Education and Experience**

1. Equivalent to an associate degree in Civil Engineering or Drafting Technology including course work in surveying, advanced structural drafting, advanced architectural drafting and civil drafting, or related field including course work in math, soils, surveying, engineering principles, and construction.
2. Six (6) 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 certifications during employment. Selected applicants or county employees may also be required to obtain additional certifications as directed.
  - a. Registered Stormwater Inspection (RSI)
  - b. Registered Stormwater Writer (RSW)
  - c. Flagger Certification
  - d. Traffic Control Technician
  - e. Traffic Control Supervisor
  - f. Forklift Certification
  - g. Drone Pilot License
  - h. Complete a Defensive Driving Course

**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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