



# Engineering Technician Supervisor

## Job Description

Department: Public Works  
Position: Career Service  
Grade: 725  
Supervisory: Yes  
Reports to: Division Manager - Engineering

### Summary

Under the general supervision of the Division Manager – Engineering, performs supervisory and engineering work relating to county construction activities and storm water regulation compliance.

### Essential Functions

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

1. Supervise field operations of assigned employees and contractors in completing county projects related to roads, bridges, signing, small structures, park facilities, parking lots, and similar Public Works facilities.
2. Supervise, train and assist assigned personnel in their respective duties; schedule and coordinate the work of said personnel; ensure work is completed accurately and efficiently; monitor performance and provide input for performance appraisals and staffing decisions related to the hiring and retention of assigned personnel; administer disciplinary action in accordance with County policy and procedure.
3. Inspect county projects to ensure quality and compliance with plans, specifications, construction codes, building codes, pertinent legislation, and county standards.
4. Participate in the construction of projects including but not limited to framing, forming, and pouring and finishing of concrete.
5. Respond to emergency situations on an on-call basis as assigned.
6. Respond to complaints related to county projects.
7. Perform civil and surveying design using the CAD and ArcGIS computer systems.
8. Assist in the safety review of county projects.
9. Ensure that inspection records are properly maintained.
10. Inspect excavation and access permits to ensure conformance with safety and construction standards.
11. Serve as the county's storm water representative.
12. Perform the county's storm water requirements as per inter local agreements.
13. Supervise all reviews of storm water management plans and approve final SWMP documents.
14. Write storm water management standard operating plans (SOP) for county-owned facilities.
15. Train county employees in various departments for SOP implementation and to ensure county compliance with storm water regulations.

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FLSA: Non-Exempt

Effective Date: 8/17/2023

Public Safety: No

Worker's Compensation: County

Background Level: I

Safety Sensitive: No

DOT: No

ML: Supervisor

16. Manage county's debris basin facilities.
17. Act as dam tender for all county-maintained debris basins.
18. Perform duties of the Engineering Technician I/II as required.

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

- Knowledge of storm water 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 supervisory techniques
- Skilled in reading, writing, and basic math
- Skilled in directing the work of others
- Skilled in operating and maintaining field engineering equipment
- Skilled in algebra, trigonometry, geometry, surveying, advanced math, and applied engineering calculations
- Skilled in analytical problem solving
- Ability to communicate technical information verbally and in writing
- Ability to train and lead others

### **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 in a professional office environment, and occasionally outdoors in hot, cold, or inclement weather. This position exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation. Incumbent can be exposed to possible bodily injury from moving mechanical parts of equipment, tools, or machinery. This job requires use of protective devices such as masks, goggles, and gloves. Work occasionally exposes the incumbent to high-stress situations including contact with the public in uncomfortable, confrontational, and emotionally charged circumstances. 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.

### **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 manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and

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ability to adjust focus. The employee is required to type, file and lift supplies and objects up to thirty (30) to one hundred (100) pounds. The employee frequently drives a motor vehicle.

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

Incumbent must work forty (40) hours each week to maintain full-time status. There is 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. 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. Four (4) years of work experience performing civil engineering activities including two (2) years in a leadership capacity.

### **Additional Eligibility Qualifications**

1. Selected applicants must obtain certification as a Registered Storm Water Inspector during the probationary or trial period. Said trial/probationary period shall not exceed twelve (12) months.
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.

### **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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