



JOB DESCRIPTION

Job Title: Engineering Technician 1
Reports To: County Engineer or Assistant County Engineer
Salary Schedule / Grade: TBA

SUMMARY

Work involves performing a variety of responsible technical engineering assignments in computerized office drafting, filed surveying and inspecting of road construction, bridges, and materials. Work is performed with independence according to Illinois Department of Transportation standards and specifications, as well as from verbal and written instructions from the County Engineer or Assistant County Engineer. Work is reviewed by the County Engineer and Assistant County Engineer for accuracy, neatness, and conformance to engineering standards and specifications.

SUPERVISORY RESPONSIBILITIES

This is a non-supervisory job classification, although direction and guidance may be exercised over maintenance crews when applicable.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (May not include all duties performed)

Performs computerized drafting and preliminary design work for departmental maintenance and construction projects; conducts research of existing documents; enters survey data into CADD software program to produce cross-section, plan and profile sheets, and drainage plans, quantities, and estimates; makes maps of projects and other purposes, as requested.

Serves as survey crew member or chief; operates survey equipment to obtain data for drafting and design of roadways and related projects; records field notes and makes drawings and calculations in field book; participates in various survey crew activities, as needed.

Assists in conducting inspections of county and township roads, subdivision streets, bridges and contract construction work to evaluate existing conditions and to ensure quality of work; oversees and coordinates contract road paving projects; collects samples of materials, performs concrete tests as needed.

Performs special tasks, as assigned; creates and maintains data for the G.I.S. project generating documents.

Assists County Engineer or Assistant County Engineer in a variety of engineering tasks, as requested.

Performs related work as required.



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KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of filed survey practices and equipment, drafting tools and techniques, and engineering computer programs.

Knowledge of the materials, methods, and practices used in highway/road construction and maintenance.

Skill in the use of surveying, computerized drafting, and related equipment used in the construction and maintenance of highways and roads.

Ability to accurately observe and record material quantities used in construction and maintenance projects and conduct inspection of same.

Ability to work outside in a variety of weather conditions and walk safely on rough terrain.

Ability to understand and follow oral and written instructions.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with contract personnel, other employees, and supervisors, Township Highway Commissioners. Ability to meet, listen to and answer questions from the public.

Physical strength, agility, and dexterity to perform the work of the class.

MINIMUM EDUCATION AND EXPERIENCE

ET 1 High School diploma and diploma from a one year Computer Aided Drafting school, or degree from a 2 year Construction Technology school.

CERTIFICATES, LICENSES, REGISTRATIONS

Illinois Driver's License, computer aided drafting or construction technology diploma.

PHYSICAL ATTRIBUTES/DEMANDS

Work requires sufficient physical strength, agility, endurance, dexterity, and hand-eye-foot coordination to perform all essential duties. Work requires walking or climbing on uneven surfaces, standing or sitting for extended periods of time, working near moving vehicles, lifting and carrying survey equipment up to 50 pounds, or driving a vehicle and digging by hand or with a shovel.



LEE COUNTY, ILLINOIS

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WORK ENVIRONMENT

The work is performed indoors, as well as outdoors during surveying and construction and maintenance activities for extended periods of time under a wide variety of weather conditions. Work may expose employee to inclement weather, poisonous plants, fumes, dust and eyestrain. Work requires the use of safety clothing and equipment in compliance with safety rules and procedures.