



WORKING TITLE: ENGINEER TECHNICIAN I	CLASSIFICATION: ENGINEER TECHNICIAN I
DEPARTMENT: PLANNING	DIVISION: PLANNING/ SURVEYOR
PAY RANGE: OPEU 14	FLSA CATEGORY: NON-EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 9410
PPE: PER WORK LOCATION	REVISION DATE: AUG 2024

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Performs entry level field and office engineering work. Positions of this classification are responsible for performing field and office assignments assisting an Engineer Technician II or III and professional personnel on surveying, drafting, and related engineering projects. Initially, work may involve a limited range of assignments. However, as technical skills are acquired through on-the-job training, the range of assignments may increase. Assignments may require manual labor in their accomplishment as well as accuracy and close attention to specific details.

SUPERVISION RECEIVED:

Works under the immediate supervision of an Engineering Technician II or III or other administrative and professional superiors. Work is reviewed to insure instructions are followed and for conformance with established departmental and engineering standards.

SUPERVISION EXERCISED:

Supervision is not a responsibility of this position.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Serves as part of a surveying party, cutting and clearing brush from survey lines, running tapes and measuring distances using an electronic distance meter as needed; gaining experience and operating an optical transit, theodolite and other surveying equipment.
- Assists senior engineer technicians in locating and resetting survey control points, section corners, donation land claims, and property lines.
- Assists senior engineering technicians in establishing road center lines, center line intervals, and earthwork cross sections.
- Assists senior engineer technicians on drafting projects, drawing roadway plans, topography maps, earthwork cross sections; makes tracing of survey and donation land claim plats; plots property lines, section lines and tax lots in relation to county roads.
- Researches legal descriptions and existing surveys for determining property ownership and county road right-of-ways.
- Keeps survey crew vehicle stocked with needed supplies and equipment.

- Assists senior engineer technician on engineering calculations, calculating survey coordinates, earthwork quantities and reducing survey field notes.

JOB SPECIFICATION

KNOWLEDGE OF:

- Basic mathematics including trigonometry and algebra.
- Principles and practices of drafting including equipment operations.
- Principles and practices of surveying including equipment and instrument operation.
- Road and/or bridge construction practices and procedures.
- Traffic engineering fundamentals.

SKILL IN:

- Performing designated shop and office duties as assigned.
- Performing designated field and road duties such as flagging traffic, setting up traffic count instruments, etc.
- Communicating, both orally and in writing.

ABILITY TO:

- Establish and maintain cooperative working relationships with contractors, colleagues, and the general public.
- Set up and maintain accurate job logs, notes, databases, and project files.
- Develop further knowledge, skills, and abilities and maintain required certifications.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

One year surveying, drafting, or related engineering technical experience. High school diploma/GED certificate is required. College level course work and training in mathematics, drafting, survey, civil engineering or a related field may be substituted for up to six months of experience. Any satisfactory equivalent combination of experience and training which insures the ability to perform the work may substitute for the above.

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent typically works in a building and in outdoor areas and uses mechanical equipment as needed to perform duties with associated noise levels. Weather conditions may vary. The employee may encounter frequent interruptions throughout the workday.

The employee is regularly required to talk, listen and hear, frequently required to use repetitive

hand motion, handle or feel, and to sit, stand, walk, reach, bend, regularly push, pull and lift up to 40 pounds and occasionally push, pull and lift up to 60 pounds. The incumbent will regularly use mechanical equipment typical of those used in the maintenance of buildings and landscape.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.