

HELP WANTED

The **Roscommon County Road Commission** is taking applications for employment as an **Engineering Technician/Permit Agent**.

Qualifications and complete job descriptions are available on the website and at the Road Commission Office, 820 E. West Branch Road, Prudenville, MI 48651. Applications will be accepted from qualified applicants until Thursday September 8, 2017 at 3:00 p.m. The Roscommon County Road Commission is an Equal Opportunity Employer.

ROSCOMMON COUNTY ROAD COMMISSION

JOB DESCRIPTION FOR ENGINEERING TECHNICIAN

General Summary:

Under the general supervision of the Senior Engineering Technician, performs a variety of technical construction, inspection and technical engineering tasks such as testing and inspection associated with road and bridge construction projects. May act as project inspector of federal, state and locally funded projects.

Examples of Duties:

Surveying, including preliminary, construction and post construction. Includes performing all field staking and measurements as required. Use of transit, level, chains and other necessary equipment, including ordinary hand tools, shovels, hammers, picks, chainsaws, machete, GPS Total Station, etc.

Construction inspection, including field inspection of work by contractors or Road Commission employees in the construction and maintenance of roads and bridges for local, state and federally funded projects. Required to oversee and assure work quality, in accordance with the plans, proposal, and specifications along with good construction practice, by making appropriate field inspection, measurements and observations recording and reporting the information in a timely manner, under possible difficult field conditions. Prepares and drafts as-built plans.

Measurements, including quantity estimates, data collection and documentation.

Material testing and inspection, including collection, sampling, and testing of soils, aggregate and bituminous in the field laboratory.

Act as the Road Commission Permit Agent including review and issuance of all permits.

Engineering design and plan preparation, including assisting in the design and preparation of plans, proposals, estimates and specifications for road and bridge construction and maintenance projects.

Computer operations including using MDOT computerized project record keeping system, AutoCad Civil 3D, Roadsoft, MERL, spreadsheets, word processing and database management systems.

Documentation, including preparation of inspector daily reports, documentation of measurements and quantities, assist in preparing certification maps, and other engineering related reports, document research, summary preparations, file maintenance, delivering plans and documents.

Assists with the documentation/ preparation of right-of-way investigations.

May be required to attend classes and seminars for additional education and/or maintenance of current certifications.

The duties stated in this job description are intended to depict the general nature and level of work being performed by persons assigned this classification. May be required to perform a variety of tasks, not specifically listed herein, as assigned.

Essential Job Elements and Physical Demands (ADA):

Physical Mobility: Ability to walk extended distances and climb stairs or ramps to access Road Commission and other work related locations and facilities.

Vision & Sight: Ability to read instructions, directions and similar written information in letters, memoranda, forms and other documents.

Hearing & Speaking: Ability to converse orally with standard telephones and radios to receive and communicate information to employees and the public.

Ability/Movement: Ability to lift, push, pull and manipulate tools, equipment, supplies and other objects often weighing upwards of 80 pounds.

Desirable Qualifications:

High School education supplemented by two years of related college training in Civil Engineering Technology and/or closely related field, two years drafting and computer experience desired. MDOT certification for aggregate and bituminous testing desired, familiar with standard road permitting process desired, ability to deal with the public courteously and effectively a must.

NOTE:

The above job description has been developed based on the guidelines defined by the American with Disabilities Act (1990).