



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Engineering Technician</u>	NEW: <u>X</u>	REVISED: _____ <small>(Please check one)</small>
REPORTS TO: <u>Project Engineer or Infrastructure Engineer</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>06/08</u>
DEPARTMENT: <u>Public Works</u>	JOB CODE: 3006	

DEFINITIONS:

Under general supervision, performs a variety of engineering and technical support functions such as drafting, computer aided design drawings and updates, surveying, and project record keeping for engineering projects.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Prepares, produces and revises construction plans and documents for preliminary and final phases of road, bridge, drainage, sewer and site improvement construction; reviews plats, administrative surveys, easements and road plans; surveys land; drafts plans; researches.

Does hand and computer design and drafting, checks for errors and omissions; creates construction details for projects and layouts and organizes these sheets to be included in bidding documents.

Creates, compiles, and maintains files for plans and does background research such as deeds, easements, right of way and mapping information; compiles, downloads, corrects and edits GPS mapping information; draws construction plans and bid sketches for Maintenance Operations Department.

Makes graphic art presentations and charts for project meetings and public information purposes; creates special purpose maps of projects, areas, for Boone County.

Assists department surveyor with field measurements.

KNOWLEDGE AND SKILL:

1. Good knowledge of maps, deeds, plats and other survey documentation.
2. Good knowledge of surveying equipment and practices, including State and local requirements for construction plans.
3. Good knowledge of computers and computer drafting, AutoCAD software applications.
4. Skill in map reading, mathematical calculations and technical specifications.
5. Skill in communicating orally and in writing, and in establishing and maintaining cooperative working relationships with other departments and the public.

MINIMUM QUALIFICATIONS:

An Associate's degree in Engineering, Surveying, CAD or a related field and three years experience in construction, engineering, CAD or surveying.

APPROVALS:

Department Director: _____ Date: _____
(Signature)

HR Director: _____ Date: _____
(Signature)