



Jackson County Board of County Commissioners

Position Description

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| Job Title: | Engineering Technician | Reports To: | Public Transport Director |
| Department: | Road and Bridge | Supervisory (Y or N): | N |
| Location: | Road and Bridge Facility | Retirement: | Regular Class |
| Annual Salary: | \$29,640.00 – \$42,012.00 | Position Type: | Full-Time |

Job Description

ROLE AND RESPONSIBILITIES

The work environment for this position is technical/professional administrative in nature and involves working in close quarters with other employees in which visiting, personal phone calls, personal internet, and other distractive activities will not be allowed in excess. This position also requires some work in the field to collect information as related to existing roadways, bridges, and utilities. The Engineering Technician reports directly to the Public Transportation Director.

ESSENTIAL JOB FUNCTIONS

Duties may include, but are not limited to the following:

1. Plans, organizes, maintains files, and prepares bid documents for roads, bridges, utilities, and other projects.
2. Aids both staff and the public in various activities.
3. Prepares reports of activities and conducts research; assists the public and staff both orally and in writing on matters relating to the county regulations and construction projects.
4. Reviews documents for conformance with ordinances and established engineering standards and practices and performs related and other duties as required or assigned.

(The above information on this description has been designed to indicate the general nature and level of work performed by employees within this ossification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties or requirements of this position.)

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Minimum of two- years of college with an associate degree in Engineering Technology, or a technical or scientific field. Must be able to prepare plans using AutoCAD or MicroStation. Must be proficient in Microsoft Excel and Word. A comparable amount of directly related experience may be substituted for the minimum educational requirements.

KNOWLEDGE, SKILLS, AND ABILITIES

- Prepares plans using AutoCAD or MicroStation with emphasis in roadway, site/civil, and or utilities projects.
- Plan and conduct field surveys to locate existing utilities, storm drainpipes, existing driveways, and other items that pertain to our roadways, bridges, and utilities.
- Respond to public suggestions and complaints.
- Inspect project sites and evaluate contractor work for compliance with current codes and standards.
- Develop material estimates for construction of projects.
- Be proficient in the use of Microsoft Excel and Word.
- Ability to read and translate blueprints and technical drawings.
- Basic understanding of current FDOT roadway design.
- Willingness to assist with a wide range of projects.
- High attention to detail, good organizational and time management skills.
- Must be able to plan, organize, and carry out the technical review, field, and administrative activities related to design and construction projects.
- Must be able to prepare reports and research various issues as directed.



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- Must be willing and able to perform other work as required; and the position requires a medium level of computer literacy.
- Must be able to follow directions and will be expected to work independently on assignments with minimum supervision and should be able to check work assignments and documents for typos, errors, and clarity.

ADDITIONAL REQUIREMENTS

Physical Requirements: Ability to communicate effectively using speaking, hearing, writing, and vision skills.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and communicate with others to convey or exchange information, including receiving instructions, assignments, and directions from superiors.

Language Ability: Requires the ability to read a variety of reports, correspondence, forms, invoices, plans, diagrams, etc. Requires the ability to prepare correspondence, forms, and other documents using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing calmly under stress and when confronted with persons who are acting under stress. Must be able to perform multiple tasks with simultaneous demands under conditions of stress.

Physical Communications: Does not require the ability to differentiate between colors and shades of color.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add, or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.

For County HR Use Only

Check all that apply:

Standard Prescreen for Hire: Uniform Allowance ☐ Physical ☐ Drug Screening ☐ Re-screening ☐

Security Check: No Security Screen Required ☐ Background Investigation ☐ Required Background & Fingerprint Required ☐ Fingerprint Investigation Required ☐ Access to Abuse Records ☐ Caretaker ☐ Financial ☐ Corrections ☐ Management ☐ Sensitive ☐ County Security Check ☐ **Other:**

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| Reviewed By: | | Date: | Click here to enter a date. |
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| Last Updated By: | | Date/Time: | |
| The following have acknowledged that the statements above, to the best of their knowledge, accurately describe the duties and responsibilities of the position. This job description does not constitute a written or implied contract of employment. | | | |
| Incumbent Signature (optional): | | Date: | |
| Discussed with Employee: Yes <input type="checkbox"/> No <input type="checkbox"/> | Title: | Date: | |
| Supervisor's Signature: | | | |
| Approval of Reviewing Authority: (Department Director) | Title: | Date: | |
| Approval of Agency Personnel Officer: | Title: | Date: | |