

Perform complex engineering computation, make sketches, prepare and maintain maps, and perform research.

Prepare reports and maintain records as required, such as utilities, section corners and right of way.

Utilize various machines and equipment in the delivery of services, such as computer, calculator, air tester, mechanical shakers, metal detectors, drafting equipment, survey equipment, hammer, shovels, and tape. Keep abreast of new technology through attendance of courses and seminars.

Perform general office duties including answering the telephone, taking and relaying messages, copying, assisting the general public, maintaining files, recommending purchases to the Assistant County Engineer, and general cleaning of work areas.

Perform other related duties as may be required and assigned.

MINIMUM TRAINING AND EXPERIENCE:

High School Education

Valid Driver License

Technician III

Work experience related in this field.

Technician IIIA

Associate's Degree in Civil Engineering Technology, or 3 years of qualified work experience related in this field.

Technician II

Must have obtained, at a minimum, Mn/DOT certification in Aggregate Production, Bituminous Plant I, Bituminous Street I, Concrete Field I, Concrete Plant I, and Grading and Base I.

Must have shown ability to perform the following duties; 1) surveying, 2) testing of aggregate, bituminous and concrete, and be able to do bituminous and concrete plant inspection, 3) ability to work with CAD and other computer programs, and 4) be able to inspect culvert projects.

Technician IIA

Must have obtained, at a minimum, Mn/DOT certification in Aggregate Production, Bituminous Plant I, Bituminous Street I & II, Concrete Field I & II, Concrete Plant I, Grading and Base I & II, and Erosion/Sediment Control Inspector.

In addition to what is stated in Technician II, must have shown the ability to perform the following duties; 1) to be the main inspector on grading and bituminous projects, 2) knowledge and skills to complete final plan for grading, bituminous surfacing, culverts and other projects.

Technician I

Must have obtained, at a minimum, Mn/DOT certification in Aggregate Production, Bituminous Plant I, Bituminous Street I & II, Concrete Field I & II, Concrete Plant I, Grading and Base I & II, Bridge Safety Inspection I and II, and Erosion/Sediment Control Site Management.

In addition to what is stated in Technician IIA, must have shown the ability to perform the following duties; 1) be able to perform bridge safety inspection, operate the state bridge program and inform the local road authorities on deficiencies and repair need on bridges under their jurisdiction, 2) able to perform site management for erosion/sediment control on construction and maintenance projects.

Technician IA (Only one Technician will fill this position)

Must have obtained, at a minimum, Mn/DOT certification in Aggregate Production, Bituminous Plant I, Bituminous Street I & II, Concrete Field I & II, Concrete Plant I, Grading and Base I & II, Bridge Safety Inspection I & II, Bridge Construction I and II and Erosion/Sediment Control Site Management.

In addition to what is stated in Technician I, must have shown the ability to perform the following duties; 1) be able to inspect bridge structure construction projects, 2) work with Working Crew Foreman to make sure repair work is completed on county bridges, 3) responsible to make sure day to day activities are completed in absence of Assistant Engineer.

(Recommendation for promotion will be by the Assistant County Engineer and approved by the County Highway Engineer)

MINIMUM PHYSICAL, SKILLS, AND ABILITIES:

Physical Requirements:

Must be physically able to operate a variety of machines and equipment.

Must be able to move or carry job-related objects or materials, not in excess of 50 pounds. Must be physically capable of stooping, kneeling, crouching, crawling, climbing, and balancing for the purpose of performing inspection of culverts, bridges, road ditches, etc.

Numerical Aptitude:

Requires the ability to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; determine time and weight; perform calculations involving variables, formulas, square roots, and polynomials; perform statistical calculations; and

interpret same as may be appropriate.

Requires the ability and knowledge to work with computers and computer software, such as CADD, CADD supporting software, Excel, Word, and others.

Language Ability:

Requires the ability to read a variety of professional, technical and administrative documentation, directions, instructions, methods and procedures.

Requires the ability to produce reports with proper format, punctuation, spelling and grammar, using all parts of speech.

Requires the ability to communicate with and before others using correct English.

Interpersonal Communication:

Requires the ability to communicate with people to convey or exchange professional information.

Environmental Adaptability:

Requires the ability to interact with people (i.e. staff, general public and elected officials) beyond giving and/or receiving instructions.

Work is normally performed in both an office environment and outside. Related occupational hazards include heat, cold, odors, smoke, wetness, dusts, toxic agents, extreme noise, electrical currents, machinery, and high-speed traffic and moving construction equipment.

APPOINTING AUTHORITY:

The position will not be filled until final approval by the Lac qui Parle County Board of Commissioners.

“The County is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodation with the employer.”