

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: HIGHWAY ENGINEER TECHNICIAN

DEPARTMENT: HIGHWAY

LOCATION: GREEN LAKE HIGHWAY BUILDING

SUPERVISOR: HIGHWAY COMMISSIONER

SUMMARY:

The Highway Engineer Technician assists the Commissioner by performing skilled and advanced engineering technical work, in the field and office, in conjunction with developing designs and specifications for various civil engineering projects. The Highway Engineer Technician directs highway employees for data collection, drafting, and construction staking.

DUTIES AND RESPONSIBILITIES:

- Manage and update the department project files, records, reports, permits, bid specifications, and requests for proposals.
- Prepare and/or manage all DNR, Army Corps, FHWA, WisDOT necessary project permits.
- Review and issue driveway and utility permits and draft any necessary correspondence pertaining to these permits.
- Provide vertical and horizontal control staking on County and local road projects.
- Serve as the advisor to townships concerning required road work; triage and respond to public requests and complaints, and/or forward these requests and complaints to the Highway Commissioner, as deemed appropriate.
- Perform routine bridge inspections on the County and local highway system in accordance with state and federal laws and mandates.
- Provide technical direction and assistance to highway work crews and contractors.
- Assist highway crews with field staking for construction projects. Provide crews with assistance in reading plans and developing solutions for problems that occur in the field.
- Collect, draft, and analyze engineering field data, e.g., traffic counts, PASER ratings, etcetera.
- Develop and manage the preparation of designs, drawings, and specifications of construction and maintenance highway improvement projects using AutoCAD Civil 3D.
- Aid in the preparation of costs estimates and schedules for maintenance and construction projects.

- Assist the Highway Commissioner in administering highway contracts and work that is performed in accordance with department policies and procedures.
- Participate in the 24-hour on-call rotation and provide supervision in managing crews for routine summer and winter maintenance activities to assure safe driving conditions.
- Perform other related duties as assigned by the Highway Commissioner.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of civil engineering principles and practices as applied to the preparation of designs, specifications, estimates, and reports in the construction and maintenance of various highway and bridge projects.
- Knowledge of field engineer practices including surveying, inspection, materials, equipment, and construction procedures.
- Ability to estimate material costs and time requirements for highway construction and maintenance projects.
- Ability to maintain accurate and complete records
- Skill related to computer and computer software use, including AutoCAD Civil 3D and Microsoft Office Suite.
- Ability to produce neat, precise, and accurate engineering plans, work with and operate current surveying equipment and data collectors, read and understand highway plans and maps, take accurate field notes, manage employees and/or contractors, and interact effectively with the general public.
- Ability to give technical advice, as directed, and to make comprehensive recommendations regarding problems dealing with highways.
- Ability to communicate effectively, both orally and in writing.
- Ability to work a flexible schedule to accommodate highway needs and emergency call-ins, as necessary.
- Skill related to the use of general office equipment, to include personal computer, calculator, and copy and fax machines, along with telephone and cell phone. Ability to use assorted small tools, monitoring tools, motorized vehicle, and personal protective equipment, as required.
- Must possess organizational skills, interpersonal communication skills, conflict resolution and negotiating skills, and analytical and problem solving skills.
- Ability to work in a multi-disciplinary team environment.

QUALIFICATIONS:

EDUCATION: Minimum of an Associate's degree in Civil Engineering or related field.

EXPERIENCE / JOB KNOWLEDGE: Three to five years of experience in highway construction work or any equivalent combination of education and experience that provides the necessary knowledge, skills, and abilities. Federal bridge inspection certification is required within twelve months of hire. This position must maintain

certification as the County's Bridge Inspector. Must possess and maintain a valid Wisconsin driver's license.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Up to 60% of the time is spent at a desk creating paperwork, using writing and near vision for viewing a computer screen, and typing. Walking, sitting, and using far and near vision are used 40% of the time, including stooping, kneeling, crouching, climbing in and out of vehicles, reaching, low to medium lifting, and carrying up to 20 pounds. There is some exposure to loud noises, fumes from equipment and materials, and exposure to hot and cold extremes in temperature.

ENVIRONMENTAL DEMANDS: Up to 60% of the time is spent indoors; 15% of the time may be spent inside a vehicle. 25% of the time spent climbing, reaching, bending, stretching, and reaching while out on job sites. Exposure to loud noises, fumes from equipment and materials, as well as exposure to hot and extreme cold temperatures can occur.

Management's assignment of essential functions is not designed to limit the manner in which duties may be accomplished. Management shall comply with all applicable workplace laws and shall communicate with any employee with a disability to determine the availability of a reasonable accommodation(s) to allow the employee to perform the essential functions of the job.

This is a public service position, and employee is required to be courteous, cooperative and respectful at all times with the public and clients; also establishes and maintains a courteous and cooperative and respectful working relationship with other employees, supervisors and public officials.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and needed skills. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the rights of any supervisor to assign, direct, and control the work of employees under supervision. The county retains and reserves any and all rights to change, modify, amend, add to or delete from, any section of this document as it deems, in its' judgment, to be proper.

Green Lake County provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Green Lake County complies with applicable state and local laws governing nondiscrimination in employment in every location in which the Green Lake County has facilities. This policy applies to all terms and conditions of employment

July 2016|Updated: April 2018