



Civil Engineering Technician (1026)

FLSA Status: Non-Exempt (Hourly)

Pay Grade: 15

Safety-Sensitive: No

Purpose

The purpose of this classification is to perform technical work and inspections under the supervision of the County Engineer to ensure that the site and roadway construction on all development projects under the County's jurisdiction adhere to County ordinances and specifications, as well as to assist the County Engineer in the planning and design of transportation capital improvement projects and ensuring they are constructed according to plans and specifications.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Typical Duties

Inspects construction in progress and completed projects: inspects drainage and roadway infrastructure in developments, including residential subdivisions as well as commercial and industrial developments; ensures compliance with County ordinances and policies; inspects construction on transportation capital improvement projects to ensure compliance with project specifications; inspects construction in County rights-of-way by utility companies, businesses, citizens, and other agencies to ensure compliance with County ordinances and policies; inspects traffic control as well as erosion control measures in place on development, capital improvement, and rights-of-way projects to ensure compliance with County, State, and Federal requirements.

Communicates building requirements for new construction: meets with owners, engineers, contractors, developers, utility companies, and citizens to review and explain ordinance and specification requirements and violations or potential violations; and conducts pre-construction meetings with contractors, developers, utility companies, and City, State, and County representatives when applicable.

Assists the County Engineer as required: obtains data and measurements related to construction estimates and evaluations of existing infrastructure including drainage, pavement, pavement markings, and signage; develops cost estimates for capital improvement projects; develops maps and drawings to be used as part of project bid documents; gathers data for traffic studies as well as roadway safety and drainage evaluations; and gathers information related to citizen inquiries related to transportation and drainage infrastructure.

Records information to document inspections: maintains a variety of logs and records related to inspection activities; and maintains "As-Built" drawings of construction projects.

Coordinates efforts with the Public Works, Planning and Zoning, Building Inspection, and other staff or agencies, as needed.

Performs other related duties as required.

Minimum Qualifications

High School Diploma or GED required; supplemented by two years of experience in construction inspection, land use, public administration or a related field; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid Georgia driver's license. Must obtain Level 1B Certification as a Certified Inspector from the Georgia Soil and Water Conservation Commission within six months of employment.

Performance Aptitudes

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability: Requires moderate physical effort involving lifting, carrying, pushing, or pulling between 12 to 20 pounds of weight in moderately heavy work.

Sensory Requirements: Requires mild differentiating in recognizing and identifying similarities or differences in colors, forms, sounds, colors, textures and/or physical appearances associated with objects, materials, ingredients, and people. Tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

Created July 2019

Updated May 2020 (Title change – Civil Engineering Inspector to Civil Engineering Technician)