

LYON COUNTY

POSITION DESCRIPTION

JOB CLASS: ENGINEERING TECHNICIAN

Reports to: County Engineer

Organizational Unit: Secondary Roads Department

The Lyon County Engineer's Office has a job opening for an Engineering Technician Position. This position performs work overseeing the inspection of road projects and sufficiency of existing structures. Ensuring the new construction work is done according to specification, records are being kept and a safe construction zone is maintained. The Engineering Technician is responsible for surveying, solving on-site problems and situations regarding construction of projects, design modifications and in maintaining detailed project documentation to facilitate project finalization and audit. And other duties as deemed necessary by the County Engineer.

CERTIFICATIONS:

Must maintain required certifications for sampling and testing materials and operating specialized equipment as required by the Iowa Department of Transportation's Technical Training and Certification Program for Highway Materials and Construction.

RESPONSIBILITIES:

Responsibilities include quality control testing according to established procedures, preparing reports, documenting project activities, preparing as-builts, performing project related technical duties, maintaining detailed records of all project activities including item progress, change orders, material certifications, contractor pay vouchers, other activities as needed in the office and assisting the project engineer.

The Engineering Technician must be able to work in a team environment with a minimum of supervision, be able to work with the project engineer, other inspectors, contractors, producers, suppliers, utility representatives, other departments and various government entities. Specific knowledge of highway and bridge construction methods and inspection is desired. General knowledge of construction survey is desired. The Engineering Technician must be able to use computer hardware and software as necessary, including Field Book, Field Manager, Doc Express, and Appia in the completion of their project related duties.

EXPERIENCE:

includes a minimum of a two-year Associates Degree or Civil Engineering Technical Degree or alternately, an equivalent amount of experience in the construction field deemed appropriate by the County Engineer.

REQUIREMENTS:

The employee will be required to live in Lyon County and hold a valid Iowa Driver's License.

APPLICATION:

forms and a job description are available at the County Engineer's Office, 1305 Forster Avenue, Rock Rapids, Iowa. Phone 712-472-8230 or email engineer@lyoncountyiowa.com. Applications forms and/or resume will be accepted until position is filled. Lyon County is an Equal Opportunity Employer.

LIFTING:

Ability to perform heavy work, occasionally lifting/lowering, carrying and pushing/pulling various items/using force from 50-100 lbs. Team lift or mechanical assist recommended for weights over 75 lbs. Prior to starting employment, all persons are required to have a post offer pre-employment physical, drug and alcohol testing.

TRAVEL:

Occasional overnight travel may be required for certifications.

SHIFT:

Core hours are Monday through Friday, 7:00 AM to 3:30 PM or as determined by the engineer. Occasional overtime.