

## **Engineering Department**

### **Engineering Technician**

#### **DUTIES:**

Under regular supervision performs intermediate technical work inspecting and monitoring construction projects and performing drafting assignments.

#### **KNOWLEDGE OF JOB:**

Inspects and monitors construction projects; drafts; maintains records. General knowledge of methods, techniques and materials used in construction projects; some knowledge of the terminology, methods, practices and techniques of civil engineering; ability to make arithmetic calculation; ability to enforce regulations with tact and diplomacy; ability to draft plans and plot maps; ability to understand and work from oral and written instructions and sketches; skill in the used of construction materials testing equipment; ability to establish and maintain effective working relationships with contractors, developers and associates. Performs inspections of developments under construction for compliance with standards and County specifications and advises contractors of corrective actions. Reviews plans, performs field trips, and conducts road and traffic surveys. Prepares reports, receives and investigates complaints, and performs other duties as directed. Operates and maintains a variety of equipment including a computer, calculator, automobile, surveying equipment, hand auger, drafting instruments, pick, etc. Must possess the ability to utilize and learn new skills pertaining to Engineering Technician. Performs relate tasks as required.

#### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB**

##### **FUNCTIONS:**

Must be physically able to operate an automobile and a variety of automated equipment including computer, calculator, etc. Must be physically able to exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Physical demands are in excess of those for sedentary work. Work involves walking or standing for long periods of time an moving, climbing, bending, and stooping for periods of time. Must be able to lift and/or carry weights of 30 pounds.

##### **MINIMUM TRAINING AND EXPERIENCE:**

Graduate of an accredited community college with major course work in Civil Engineering Technology or related field experience. Must be certified by the SCDOT in the Asphalt Roadway Inspector Training Course and Erosion Prevention and Sediment Control Inspector Training Course within one year. Must possess a valid S.C. driver's license.

#### **APPLICATIONS ACCEPTED UNTIL POSITION IS FILLED**