



COUNTY OF NYE

CLASS TITLE: Engineering Technician II

BASIC FUNCTION:

Under general direction of the Director of Public Works or his designee; performs a variety of field and office engineering work.

REPRESENTATIVE DUTIES: *(Performance of these functions is the reason the job exists.*

Assigned job tasks/duties are not limited to the representative duties).

1. Assist engineers to gather and compile field data, analyze technical problems, conduct research and analyze data gathered to ensure accuracy and conformance to engineering plans, policies, procedures, guidelines and standards.
2. Accomplishes final inspection and recommends project acceptance.
3. Reviews and checks engineering plans related to structures such as streets, sidewalks, gutters, traffic control systems, utility facilities and other off-site construction, for accuracy and conformance with accepted engineering practices. Performs technical research to ensure department programs, testing methods, policies and procedures comply with County, State and Federal requirements; review technical documents, analyze and interpret data and note discrepancies; verify areas of noncompliance against agency records and contact appropriate parties when discrepancies arise; make recommendations to correct problems and/or revise existing policies, procedures or methods.
4. Make and check mathematical calculations related to drafting and basic engineering.
5. Prepare complex drawings from engineering sketches, survey field notes, legal descriptions and other data for use in the design and construction of a variety of public works projects. Perform a broad range of duties involving technical engineering work in support of professional engineers. Duties include but are not limited to, surveying, construction inspection, roadway design, right-of-way engineering, planning, permitting and inspections, and practices in compiling technical data, drafting, computers, and computer aided software, operating specialized equipment, and preparing engineering related documents.
6. Perform manual and computer aided drafting assignments by preparing maps, charts, graphs, tables, slopes and contours for construction projects, right-of-way locations, and water rights ownership, water rights data, data analysis, and State, federal and private location using computer based drawing programs (AutoCAD or ArcView) and associated databases.
7. Participate in public meetings.

8. Conducts formal and informal meetings to develop scopes of work and to inform staff, consultants, the public and other agencies and provides customer services to engineering and developers in plan intakes, permits, consultation meetings, review and approval.
9. Develop scopes of work for consultants and review submission for completeness and accuracy.
10. Prepare and Maintain records and contract documents in accordance with established filing system; enter data into computer system for analysis and review construction, and contract documents, and/or plan specifications; check applications and technical reports for completeness, clarity, and conformance to department guidelines and State and federal policies and procedures. Perform field inspections of construction projects, material equipment, property lines and boundaries, right-of-way mapping; review and interpret construction plans and specification to determine compliance; perform field measurements and record data; provide information, discuss problems and recommend solutions to contractors, professionals, property owners, department personnel, and the general public; make recommendations and document the inspection process for future reference, payment of contract billings and to meet State and federal requirements.
11. Maintain and calibrate equipment to ensure proper operation, accuracy and reliability of test results and data collection; maintain equipment inventory, repair and maintenance records; document calibration results, repairs and problems encountered and make recommendation for repair and/or replacement of existing equipment.
12. Perform topographical mapping by transits, levels rods, design & construction, computerized surveying equipment and calculators.
13. Assist engineers, contractors, department staff, other agencies, the general public and private business regarding water right ownership, bid documents, contract plans, right-of-way plans, acquisition and disposal documentation, contract specification, test results and County, State and federal guidelines and procedures; review, prioritize, research and prepare information in appropriate format.

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: High School graduation or equivalent (GED) or an equivalent combination of education training and 5 years of progressively responsible experience in which the applicant has demonstrated possession of the required level of knowledge, skills and abilities and/or AA degree from an accredited college or university with major course work in engineering.

Knowledge of & Ability to:

Principles and practices for engineering analysis and calculations; related outside transportation agencies, their services, roles, and responsibilities; General knowledge of purchasing rules, regulations, policies, and work as part of a team; General knowledge of roadway construction. Detailed knowledge of how roadway construction plans are put

together. Ability to read geological, topographical, and hydrological maps; compare/inspect specifications and items of work and judge whether they are similar to or different from prescribed standards.

LICENSES:

Valid Nevada drivers License

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

May supervise a survey/engineering crew of three to five persons and Engineering Technician I and/or subordinate staff.

CONTACTS:

Supervisor, co-workers, and public

PHYSICAL EFFORT:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Subject to physical effort on an on-going basis

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions: Subject to noise, dust, chemicals and fumes