
ROAD & BRIDGE TECHNICIAN

Rev05/22

Department: Road & Bridge
Reports To: County Engineer

Position Summary

Under the supervision of the County Engineer, the Technician is non-exempt position under the FLSA. The employee in this position has responsibility for planning work and executing the assigned duties. This employee also acts as an equipment operator in conjunction with subordinate personnel as needed. The Technician exercises discretion in carrying out moderate to complex work details, and may relieve or substitute for the County Engineer during their absence or in emergency conditions.

Essential Functions

- * Acts as certified construction inspector as assigned for contract projects and windfarm duties;
 - o Includes material testing, documentation and computer work;
 - o Attends training, conferences and seminars;
- * Lead person for the Pavement Management System with input and operation;
- * Responsible for documentation of Road User Permits and follow up;
- * Receives, answers and follows up with citizen requests, concerns and complaints;
- * Plans projects;
- * Prioritizes work;
- * Orders materials and tracks inventory;
- * Ensures compliance with all safety procedures;
- * Stakes out rights-of-way;
- * Prepares paperwork on work performed;
- * Assists in the documentation and organization of contracted trucking operations;
- * Inspects county roads and bridges for maintenance and construction requirements;
- * Removes snow in the winter;
- * Calls Dig Safe;
- * Maintains flexibility to be on call 24 hours a day.

Marginal Functions

- * Operates loader or dumptruck during times of need or emergencies;
- * Assists with preparation of physical inventory of the Department;
- * Other related duties as deemed necessary or as assigned.

Road & Bridge Technician

Minimum Position Requirements

Experience: More than three years of road & bridge maintenance, construction and repair required. Experience with government operations a plus. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well after one year in the position.

Education: High school diploma or GED or equivalent combination of experience and/or training. Must possess a valid CDL Class A license.

Skills: Thorough knowledge of road & bridge construction materials, approved standards of safety and federal, state, and county building codes. Technical knowledge in the use and maintenance of equipment and determining number of materials to be used for a specific job. The ability to interpret technical data, maps, construction plans, charts, and diagrams. The ability to accumulate and analyze information. Assumes responsibility of the County Engineer in his absence.

Problem Solving: Problem solving exists in this position and could include making decisions based on his/her experience and/or education with/without approval.

Decision Making: Decision-making is a factor in this position. Decisions include setting priorities on work and meeting deadlines as assigned.

Accountability: Employee is responsible for county resources, equipment and does have purchasing authority, and may participate in the annual departmental budget process.

Supervision: Limited supervision is provided and job-related decisions are occasionally reviewed by the County Engineer.

Personal Relations: Frequent contact with other county departments and continual contact with the general public. Daily contact with county workers, subordinate personnel and occasional contact with County Commissioners and other department heads.

Working Conditions: Physical effort and manual labor are required in this position. Adverse weather conditions and working around heavy equipment are factors in this position.

Physical Requirements: Physical activity in lifting, bending, climbing, pushing while working at construction sites is required. Requires lifting and moving heavy objects. The ability to traverse over rough terrain. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.