

ST. CLAIR COUNTY ROAD COMMISSION
POSITION DESCRIPTION

CLASSIFICATION: Engineering Aide II

FLSA: Non-exempt

GENERAL SUMMARY

Under the limited supervision of the Director of Engineering and/or the Supervisor of the Office of Special Services, inspects residential or commercial driveways, utility work and road construction projects to ensure completion within established specifications; calculates earthwork and material quantities and records materials used; inspects county bridge and drainage structures during construction; inspects existing structures to determine condition; operates survey equipment and assists survey crew chief and compiles survey field notes; reviews construction plans and performs routine drafting from field notes to preliminary and final construction plans.

TYPICAL DUTIES:

1. Inspects road and bridge construction projects to ensure work meets standard specifications, plans and proposals. Compiles required record of field work to substantiate and verify quality and quantity control.
2. Performs inspection on routine engineering projects. Performs inspection of right-of-way utility work to ensure proper depth, alignment and construction methods occur for utilities such as gas, water, telephone, cable, storm or sanitary sewer.
3. Field tests aggregates, concrete, bituminous materials and soil density during construction.
4. Inspects road construction within subdivisions and special permit activities such as utility activities, driveway installation, boring and jacking of water and sewer installation. Ensures work area is properly restored upon completion.
5. Ensures proper signing, barricading and safety practices are followed during construction.
6. Operates a variety of survey equipment including GIS and GPS controlled equipment.
7. Performs a variety of office related activities including record keeping, filing, and document management and reproduction.
8. Performs traffic counts, tabulates and records same.
9. Assists with the development and implementation of engineering asset management programs.

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10. Performs a variety of tasks in the development and preparation of highway construction plans including plotting topographic features, recording field cross section notes, mathematical calculations and plan preparation.

11. Assists with soil erosion & sedimentation control activities including inspection and on-site enforcement including issuance of cease and desist orders.

12. May be required to assist in the engineering department when needed and directly service the public in the office of special services.

13. May be required to perform a variety of tasks related to the operation of the Road Commission and Department of Public Works.

The typical duties stated herein are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all duties and responsibilities of personnel so classified.

JOB SPECIFICATIONS:

1. High school education, GED, or equivalent educational preparation with a mathematical background.
2. Four years experience in engineering field including one year in drafting.
3. Knowledge of and ability to use survey equipment, testing equipment and drafting equipment.
4. Certification as aggregate, density, concrete, and bituminous inspector as required on federally, or state funded projects; successful completion and certification of DEQ soil erosion & sedimentation control and related training.
5. Possession of valid operator's license.
6. Experience operating data processing and personal computer equipment.

PHYSICAL REQUIREMENTS:

Ability to walk on uneven terrain, 1 on 1 slope or steeper, all day.

Ability to lift 110 pounds three feet high.

Ability to bend and stoop to make inspections.

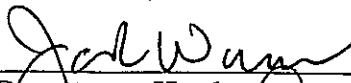
Ability to tolerate differing weather conditions.

Ability to see and hear well.

Ability to drive survey control stakes or density drill rod.

Ability to shovel to obtain aggregate sample.

Approved by:



Department Head

4/25/03

Date



Personnel Office

04/25/03

Date



Managing Director

4/25/03

Date