ST. CLAIR COUNTY ROAD COMMISSION
JOB DESCRIPTION

CLASSIFICATION: Engineering Aide III       FLSA: Non-Exempt

GENERAL SUMMARY:
Under the limited supervision of the Director of Engineering and the County Highway Engineer makes inspections of utility, road construction, and bridge and drainage structure construction projects to ensure quantity and quality of material used and that the work performed meets specifications; completes earth work and materials quantities; makes record of materials used and work performed; inspects existing bridges and culverts on a biannual basis in accordance with federal and state requirements; operates survey equipment; makes survey field notes and assists survey party crew chief; reviews construction plans and performs routine drafting from field notes to preliminary and final construction plans.

TYPICAL DUTIES:

1. Inspects new road and bridge construction to ensure that work meets specifications, plans and proposals. Makes required record of field work to substantiate and verify quality and quantity control of work. Is familiar with Michigan Department of Transportation standards and specifications and procedures for construction.

2. Performs inspection on routine engineering projects. Makes on-the-job inspection of utilities being constructed in rights-of-way to ensure that the lines are installed to the proper depth and alignment and are being placed in the proper construction manner for the particular utility such as gas, water, telephone, storm or sanitary sewer.

3. Performs field testing of aggregates, concrete, and bituminous materials during construction. Performs density testing of soils.

4. Inspects construction in the development of roads in subdivisions and site condominiums.

5. Performs inspections for permits such as placing utilities and building driveways. Ensures that the area of work is properly restored when construction is finished.

6. Checks to ensure that proper signing, barricading and safety practices are followed by the contractor.

7. Operates survey equipment such as transit, level and chain, to obtain data for notes to show physical features of the terrain and various objects and obstructions, such as pole lines, buildings, trees, bridges, and culverts.

8. Performs office work such as filling out forms, keeping records, filing documents, giving out information and reproducing documents or drawings.

9. Makes actual traffic counts, tabulates data and enters information into spreadsheets.
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10. Plots topographic features before project is designed and assists engineers in the design as necessary. Reviews plans for completeness and makes suggested revisions.

11. Interprets, plots, verifies, and computes earth work quantities following construction.

12. Performs field inspections and documentation of in-service bridges in accordance with Federal and State requirements.

13. May be required to perform a variety of tasks related to the engineering functions of the Road Commission.

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. Associates Degree with a construction inspection or engineering background, and/or four years of field construction experience.

2. Four years’ experience in the engineering field, including one year in drafting, is desirable.

3. Must have knowledge of, and ability to use, surveying equipment, material and density testing equipment, spreadsheets, and drafting equipment.

4. Good working knowledge of various personal computer business software applications. Must have a good working knowledge of Field Manager software. Ability to learn new systems or software packages as necessary.

5. Ability to read and interpret engineering plans and specifications.

6. Holds certification for "Safety Inspection of In-Service Bridges".

7. Holds certification for bituminous, aggregate, and concrete testing.

8. Holds certification for Troxler nuclear density requirements
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Physical Requirements:

1. Must have a current driver's license.
2. Ability to walk on uneven terrain, 1 on 1 slopes or steeper, all day.
3. Ability to lift 110 pounds three (3) feet high and 50 pounds four (4) feet high.
4. Ability to bend and stoop to make inspections all day.
5. Ability to climb 15 foot vertical ladder two (2) times per year.
6. Ability to climb in and out of 20 foot deep trenches with 1 on 1 slopes on a daily basis.
7. Ability to tolerate differing weather conditions.
8. Ability to see and hear well.
9. Ability to drive survey control stakes and density drill rod.
10. Ability to shovel to obtain aggregate sample.

Approved by:

[Signature]
Department Head

[Signature]
Human Resources

[Signature]
Managing Director

12/4/15 Date
12/04/15 Date
11/4/15 Date