



# MORRISON COUNTY

## JOB DESCRIPTION

Job Title: Senior Engineering Technician

Department: Public Works

Classification: Grade 11

Reports to: Construction Engineer

Supervises: No

Normal Business Hours: Monday – Friday, 7:30 AM – 4:00 PM

Telecommute: Supervisory discretion

Union: Yes

FTE Status: 1.0 Full-Time Equivalent

Last Reviewed: 12/2024

### **Nature of Work:**

This position performs advanced Civil Engineering duties, including the field collection, plan design, and advanced level construction inspection of various engineering projects on highways, bridges, public ditches, parks, trails, buildings, gravel sources, landfills & construction sites throughout the County. This includes performing complex engineering calculations, making technical plan design decisions, and using sound engineering judgment during the process of field collection, plan design, project construction, project inspection, and contract management. This position must have advanced experience with state-of-the-art survey equipment used for collection, design, staking, and construction of projects. The position is required to manage databases and information used by the department. The position is responsible for leading role inspections on various highway construction projects which requires oversight of project testing, quantity documentation, construction methods and materials used.

### **Communicates with:**

Internally – All Public Works staff.

Externally – Vendors, government agencies and public.

### **Supervision:**

N/A

### **Essential Work Functions:**

- Performs Data Collection and construction staking utilizing state-of-the-art equipment. Uses advanced engineering knowledge for design requirements, and project scoping to obtain all information required to develop construction plans. Uses advanced knowledge and skills with Auto CAD and other software programs for project development. Oversees daily job tasks of seasonal employees when assigned to the same project.
- Designs construction plans. Uses Auto CAD and other software to produce a complete construction plan. Identifies potential problems between computed and field conditions and provide solutions. Incorporate all required design standards and agency requirements in developing accurate project quantities and estimated bid prices.
- Develops construction specifications. Develop the necessary special provisions and documentation required to direct the construction of projects for the Public Works Department.
- Coordinates and performs construction staking, inspection, material quality assurance, and project documentation.
- Performs surveying and inspection required for Landfill operations and construction.
- Monitors, reviews, and inspects the construction techniques, equipment, and materials used by the contractor.
- Documents the project item quantities and daily construction operations.
- Prepares weekly diary construction reports.
- Performs required calculations and completes the needed documents for permits.

- Investigates, reviews, and determines land ownership for right-of-way acquisition.
- Prepare legal descriptions and perform right of way acquisition negotiations.
- Conducts detailed bridge and structure inspections as required.
- Conducts meeting with public as needed.

#### **Other Work Functions**

- Performs related work as required.

#### **Minimum Qualifications of Education and Experience:**

- Requires two years of formal technical training or associate-degree.
- Five (5) years of relevant experience, or four-year degree in the Civil Engineering or related field.
- Five (5) MnDOT technical certifications with a minimum of two (2) certifications at an advanced level.

#### **Knowledge, Skills, and Abilities Required:**

- Valid MN Driver's license.
- Maintain valid MnDOT & other technical certifications as required for construction design and inspection.
- Advanced experience in plan design, development and review including use of Computer Aided Drafting (CAD) software.
- Advanced experience in project Inspection, testing, documentation, and documentation software.
- Advanced experience working with Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.).
- Understanding of the organization's goals and objectives.
- Good interpersonal skills.
- Excellent written, oral, and interpersonal communication skills.
- Highly self-motivated and directed.
- Excellent organizational skills.
- Excellent attention to detail.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Able to work in a team-oriented, collaborative environment.
- Demonstrate initiative and excellent problem-solving skills.
- Demonstrate an ability to effectively handle a wide variety of projects and problems in an effective and professional manner.

#### **Persons with disabilities:**

The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodations may be available for both essential and non-essential job duties.

#### **Physical Demands and Work Environment:**

In compliance with Americans with Disabilities Act, the following represents the Physical and Environmental Demands:

Exposed to:	24% or Less	25% - 49%	50%- 74%	75% or more
Office environment		X		
Sitting, standing			X	
Walking, reaching, pulling		X		
Typing/data entry			X	
Talking, hearing			X	
Close and distance vision			X	
Heavy (Over 60 pounds of force)		X		
Challenging or threatening behaviors			X	
Hazardous physical conditions			X	

Atmospheric Conditions		X	
Travel		X	
Hazardous materials	X		
Extreme temperatures		X	
Environmental	X		
Work with high detail/deadlines		X	

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Board of Commissioners, County Administrator and/or the Department Head retains the discretion to add duties or change the duties of this position at any time.

Morrison County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_