

Job Title: Engineering Technician  
Department: Public Works  
Classification: Grade 9  
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

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**Nature of Work:**

This position performs Civil Engineering technician duties including the field collection, plan design, and construction inspection of various engineering projects on highways, bridges, public ditches, parks, trails, buildings, gravel sources, landfills & construction sites throughout the County. This includes using computer aided drafting to produce plans, making technical calculations, and using sound engineering judgment during the process of field collection, plan design, project construction and project inspection. This position must have entry level knowledge of state-of-the-art survey equipment used for collection, design, and construction staking. The position is responsible for construction inspections on various construction projects which includes project testing, quantity documentation, and materials testing.

**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 survey equipment.
- Design construction plans utilizing Auto CAD and other software as required to complete all necessary calculations for plan development.
- Performs surveying and inspection required for Landfill operations and construction.
- Assists in the preparation and review of project specifications.
- Performs construction staking, inspection, material quality testing, and project documentation.
- Documents project item quantities and daily construction operations. Prepares weekly diary construction reports.
- Reviews and determines county right of way and easements.
- Participates in the inspection of bridges and structures as required.
- Inspects and surveys public ditches.
- Conducts meetings with the 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 an associate degree.
- Less than 1 (one) year of relevant experience.

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

- Valid MN Driver's License.
- Ability to obtain MnDOT & other technical certifications as required for construction design and inspection.
- Basic knowledge in plan design, development and review including introductory level use of Computer Aided Drafting (CAD) software.
- Basic understanding of project Inspection, testing and documentation.
- 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:

| <b>Exposed to:</b>                   | <b>24% or Less</b> | <b>25% - 49%</b> | <b>50%- 74%</b> | <b>75% or more</b> |
|--------------------------------------|--------------------|------------------|-----------------|--------------------|
| 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: \_\_\_\_\_