

**SHELBY COUNTY
POSITION SPECIFICATION
FOR
ENTRY LEVEL ENGINEERING TECHNICIAN**

POSITION: ENGINEERING TECHNICIAN AT SHELBY COUNTY HIGHWAY DEPARTMENT

Under direction, performs surveys of low to moderately high degree of difficulty; designs and layout of Highway and Bridge projects of simple to moderately complex nature; assists in bridge safety inspections; performs resident engineering duties on road and bridge construction projects; maintains technical equipment. Performs any and all other duties assigned by the County Engineer and/or the Chief Engineer Assistant.

ILLUSTRATIVE EXAMPLES OF WORK:

- Performs as crew chief, instrument man, note keeper and rod man on hydrographic, topographic, cadastral and construction surveys; supervises the field survey party in the establishment of lines; taking of cross-sections and running of levels; makes field studies; compiles traffic movements and traffic distributions
- Performs technical reviews of contracts, design plans, and shop drawings for maintenance and construction projects
- Develops plans and contract documents for maintenance and construction projects
- Performs resident engineering duties on road and bridge construction projects; including preparation of contractor payment estimates, contract change orders and other financial instruments, and assures construction is in accordance with project specifications and plans
- Provides information for cost estimates on construction and maintenance projects, equipment repair and procurement and various other activities for financial planning and budgeting purposes
- Maintains and calibrates technical equipment and apparatus

SELECTION OF CANDIDATE WILL BE BASED ON THE FOLLOWING DESIRABLE SKILLS, EDUCATION AND EXPERIENCE:

Two years of post-secondary engineering education or four years of performance in a civil engineering or road and bridge design construction and maintenance related position

- Working knowledge of civil engineering principles and their application to surveying, design, construction, inspection and maintenance

Acquaintance with State of Illinois Department of Transportation regulations, standards, specifications, provisions, policies, procedures, guidelines and manuals or similar experience

- Working knowledge of drafting and inspecting multiple projects simultaneously or similar experience
- Familiarity with laboratory equipment and procedures for determining properties of common construction materials
- Possession of a valid State of Illinois Class D Driver's License or ability to obtain
- Familiarity with land acquisition policies and principles
- Certifications in Nuclear Gauge Safety and Operation, QC/QA of Bituminous Concrete or ability to obtain
- Oral and written communication skills to convey complex ideas or issues

Presence to interact effectively with the public, with other public officials and with private industry representatives

REQUIREMENT:

The selected candidate must be able to pass a Drug and Alcohol Test administered by the Shelby County Highway Department.

Submit cover letter, resume, and references to:

Attention: Road & Bridge Committee C/O

Shelby County Clerk 301 E. Main Street Shelbyville, Illinois 62565

Or send information by Email to shcoclerk@shelbycounty-il.gov