



BARRON COUNTY
invites applications for the position of:
Engineering Technician

SALARY: \$28.55 - \$37.67 Hourly
\$59,384.00 - \$78,353.60 Annually

OPENING DATE: 01/08/19

CLOSING DATE: 01/29/19 04:00 PM

DESCRIPTION:

Under the general supervision of the Highway Commissioner the Engineer Technician will perform engineering functions within the highway department as well as assist in the administration and coordination of functions within the department. In addition, the incumbent will coordinate safety resources and trainings.

EXAMPLES OF ESSENTIAL DUTIES:

The following duties are normal for this position. It is not intended as a complete list of specific responsibilities and duties nor is it intended to limit duties to those listed.

1. Develop project plans including construction site survey, permits, utility clearance and necessary real estate as needed. Produce project plans as needed. Meet with Operations Manager and Foreman to insure project plan intentions are carried out in the field
2. Address construction issues as they arise in the field. Contact Diggers Hotline prior to crew activities.
3. Operate Computer Aided Drafting (CAD) equipment, along with other software as needed to perform duties. Recommend software to obtain.
4. Facilitate County Aid Bridge Program and culvert replacement including field site review, culvert sizing, obtaining DNR permits, and obtaining utility clearance from Diggers Hotline. Produce plans as needed. Ordering/scheduling pipe delivery.
5. Coordinate the Department's culvert material inventory. Order material as needed.
6. Coordinate construction material inventory in pits and yard. Order material as needed. Complete an accurate inventory of all pit material within 30 days of year end, submitting data to Finance Department.
7. Provide project estimates for both internal projects and projects performed by the department for outside customers for cost and material needs.
8. Meet with department customers to discuss projects and make recommendations. Obtain measurements as needed for plans, estimates and permits. Provide Price Quotes for projects after approval of the Commissioner.
9. Coordinate the Departments Permits, including field review, for all work taking place within the right of way, including but not limited to Moving Permits, Driveway Permits, Utility Permits, Implement of Husbandry Permits and Excavation in the Right of Way Permits. Make recommendations to Commissioner regarding approvals. Maintain location maps and perform ongoing field review to insure compliance of issued permits.
10. Coordinate pit operations including MSHA permits, NR 135 Permits, DNR Permits and Zoning Permits. Insure that foremen have all needed documentation available as required in field. Insure compliance with MSHA rules by crew. Provide MSHA start / stop notices. Perform walk thru with MSHA when they do site visit.
11. Coordinate Local Bridge Inventory System. Review and recommend needed maintenance and repair. Insure compliance with Federal and State requirements. Work with local units of government to insure their compliance. Perform bridge inspections
12. Develop and maintain an inventory of culverts, guard rails and signs on the county highway system including location, size and condition. Work cooperatively with Land Services in development of inventory systems.

13. Coordinate the Department Safety Program including development of program, tracking, arranging or performing needed training and performing field review to insure observance of safety rules by crew members.
14. Coordinate Equipment Operation Training Program including development of program, arranging or performing needed training.
15. Coordinate road striping operations.
16. Work with DOT to determine needs of bridge repair and maintenance on State System. Coordinate with Operations Manager to schedule work.
17. Perform Compass review with DOT. Attend Compass training as required.
18. Obtain Drone Operation Licensing. Use drone as needed in pits and on projects to collect survey data. Use data as needed to facilitate project design and determine stock pile quantities.
19. Perform construction site surveys.
20. Coordinate departmental infrastructure records.
21. Test aggregates and bituminous materials to insure product specifications are met. Certification will be required.
22. Assist other County departments needing technical, construction or other services related to civil construction.
23. Performs inspections, records and maintains the Wisconsin Information System for Local Roads for the county. Assist towns, cities and villages as needed.
24. Attend and participate in County, Town and committee meetings as directed by the Highway Commissioner
25. Attend meetings and participate in trainings, conferences and Associations events as directed by the Commissioner.
26. Respond to public concerns as needed.
27. Assist the Commissioner in the preparation of bidding documents for material purchases and contractual services for highway construction.
28. Assist the Commissioner in preparation of the department budget.
29. Assist the Commissioner in the management of the Local Bridge Program and the Local Road Program as funded through the Wisconsin Department of Transportation.
30. MSHA Mining Certification, AGGTEC-1, HMATEC-ITC Highway Technician and NHI Bridge Inspection certifications are desirable and are required within one year of hire.
31. Work cooperatively with Finance Director to assure accurate Highway Financial information.
32. Other duties as assigned

TYPICAL QUALIFICATIONS:

- Bachelor degree in Civil Engineering or related field with minimum of two (2) years recent experience in highway construction, design, drafting and surveying: or
- Associate degree in Civil Engineering Technology or a closely related field with a minimum of four (4) years recent experience in highway construction and design, drafting and surveying.

Must possess a valid Wisconsin driver's license and commercial driver's license.

SUPPLEMENTAL INFORMATION:

Any equivalent combination of training and experience, which provide the following knowledge, skills and abilities:

- Ability to communicate effectively verbally and in writing.
- Ability to accurately and timely prepare budget, reports, etc.
- Ability to interact respectfully with individuals from diverse socioeconomic, cultural and ethnic backgrounds.
- Experienced in effective engineering practices, methods and procedures.
- Knowledge of laws/regulations relating to planning, construction and highway maintenance.
- Ability to read and understand engineering drawings, review and understand plans and specifications for road, highway and bridge projects.
- Ability to organize projects to provide accurate and suitable assignments and instructions to subordinate employees.

- Ability to work independently.
- Ability to maintain prompt, predictable and reliable attendance.
- Ability to travel to/from various work projects sites for crew guidance, project review and direction.
- Ability to lawfully operate motor vehicle.

Barron County is an Equal Opportunity Employer

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.barroncountywi.gov>

Position #2019-02
ENGINEERING TECHNICIAN
RR

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