

**LYON COUNTY, MINNESOTA**  
**POSITION DESCRIPTION**

Position Title: Engineering Technician

Department: Highway

Reports to: County Engineer

FLSA: Non-exempt

Pay Range : \$22.16 - \$31.01

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**PURPOSE OF POSITION:** The purpose of this position is to provide professional field and office civil engineering work. Duties include, but are not limited to: performing inspection duties; preparing sketches; surveying; operating instruments; and performing additional tasks as assigned by the Public Works Director.

**ESSENTIAL FUNCTIONS:** The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive.

Performs inspection duties in bituminous plants, on paving construction, on grading projects, on gravel base, on concrete construction, and on bridge construction.

Inspects all the County and Township bridges that are under the responsibilities of the Lyon County Engineer; records all the deficiencies that are found.

Makes sketches, both preliminary and as a guide to other professionals; prepares and maintains maps.

Prepares reports and maintains records, as required.

Develops complex engineering computations; prepares plans and specifications; draws plans and profiles; performs engineering research.

Updates bridge inventories sheets; reports findings to County Engineer; reports all bridge deficiencies and needed repairs to appropriate governing agencies.

Utilizes various machines and equipment in the delivery of service, such as computer, calculator, air tester, mechanical shakers, metal detectors, drafting equipment, hammers, shovels, and tape.

Reviews and receives various reports and documents, including production reports, billing invoices, lab reports, contractor wage reports, hydraulic reports, bridge plans, daily construction diary, weekly construction projects; daily plant reports, spot check reports, pile driving report, and test pile report.

Performs other related duties as required.

**MINIMUM QUALIFICATIONS**

Vocational/technical diploma or Associate's degree in Civil Engineering Technology, or related field required.

Must possess Minnesota Class D Driver's License.

**PREFERRED QUALIFICATIONS**

Vocational/technical diploma or Associate's degree in Civil Engineering Technology, or related field required; with a minimum of five years' experience in Engineering, Design, Surveying or related field.

MnDOT Technical Certifications: Bituminous Street, Bituminous Plant, Concrete Field, Grading and Base, Bridge Construction, and Bridge Safety Inspection.

## **ACCOUNTABILITES AND WORK ENVIRONMENT:**

### **Accountabilities Shared By All Employees**

1. Performs job responsibilities in a manner consistent with the County's vision, mission and values
2. Implicit in the employer-employee relationship is the right of Lyon County to rely upon the presence of the employee during assigned hours of work and the obligation of the employee for timely and regular attendance.
3. Develops and maintains a thorough working knowledge of all department and County-wide policies, protocols and procedures that apply to the performance of this position.
4. Develops respectful and cooperative working relationships with co-workers.
5. Informs immediate supervisor of all important matters pertaining to assigned job responsibilities.
6. Seeks opportunities for further personal growth and development.
7. Represents the County in a professional manner to all internal and external contacts when doing the County's business.
8. Complies with all rules and policies in order to maintain a safe work environment.

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

#### **Physical Requirements:**

Must be physically able to operate a variety of machines and equipment including computer, calculator, air tester, mechanical shakers, metal detectors, drafting equipment, hammers, shovels, and tape

Must be able to move or carry job-related objects or materials. Must be physically capable of stooping, kneeling, crouching, crawling, climbing, and balancing for the purpose of performing inspection of culverts, bridges, road ditches, etc.

Physical demand requirements are at levels of those for medium active work.

#### **Environmental Adaptability:**

Work is normally performed in both an office environment and outside. Related occupational hazards include heat, cold, odors, smoke, wetness, dusts, toxic agents, noise, electrical currents, and machinery.

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Signature

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Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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