



WALLER COUNTY JOB DESCRIPTION



Class Title: Engineering Tech

Position: Technical Reviewer, Plats and Engineering Plans

FLSA Status: Non-Exempt

Employee ID:

Approved Date:

Department: Road and Bridge

Pay Grade: 112: \$55,174 – \$80,003 per year

Employee Name:

Reports To: Assistant County Engineer (D.S.)

SUMMARY

The Engineering Technician is responsible for assisting the County Engineer in the review of subdivision plats, plans, specifications, and cost estimates for development and road projects. Under general supervision, the Engineering Technician may perform project management duties on minor road projects, assist in GIS data collection, and other duties as needed.

SUPERVISION RECEIVED

The Engineering Tech reports to the Assistant County Engineer, Development Services.

SUPERVISION EXERCISED

Direct Reports – None

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Review subdivision plats.
- Review plans for the construction of subdivisions, roads, and site development projects.
- Review hydraulic and topographic surveys.
- Review preliminary cost estimates for construction projects.
- Review and prepare engineering plans.
- Research and determine right-of-way areas.
- Review floodplain development permit packages.
- Review proposed construction designs for conformity with Federal, State, County regulations and specifications.
- Respond to citizen inquiries and receive complaints on public work projects.
- Prepare maps and charts for public presentations and meetings.
- Train and communicate with other staff regarding permitting and plan review processes.
- Performs related duties as required.

MINIMUM QUALIFICATIONS, EDUCATION AND EXPERIENCE

- High school diploma or equivalent with 10 years of related work experience, or,
- Bachelor's Degree in a related field.
- Maintain a satisfactory Motor Vehicle Record.

KNOWLEDGE, SKILLS AND ABILITIES

- Experience in Civil Engineering: Design, Plan Review, and Construction, of roadways, stormwater facilities, and site development (Preferred).
- Experience in or knowledge of Platting, the subdivision of land, and the legal components of surveying.
- Knowledge of applicable Federal and State Standards and Regulations (Preferred).
- Experience with various computer applications (CAD, word processing, spreadsheets, GIS) (Preferred)
- Must be professional, dependable, resourceful, and able to work independently

CERTIFICATIONS, LICENSES & REGISTRATIONS

- Texas Class C Driver's License (Required)

TOOLS AND EQUIPMENT USED

- Computer
- Smart Phone/tablet
- Camera
- Level
- Temperature gauge
- Other tools and equipment as needed

WORKING CONDITIONS

- Physical requirements include frequent lifting/carrying of 25-35 lbs.; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate computer keyboard. Subject to balancing, handling, walking and reaching to perform the essential functions.
- Working conditions are primarily indoors with site visits as needed; exposure to various weather conditions, exposure of noise, grease, dust and dirt; traveling from site to site; working in and near water including creeks and ditches; confined work spaces; slippery and uneven surfaces, extremely loud noises; hazards associated with traffic control and working in or near traffic and inclement weather.
- Subject to being on-call during emergency weather conditions; may be required to work more than 40 hours during the work week.

APPLICATIONS

Send Cover Letter and Resume to l.sikes@wallercounty.us and t.hogan@wallercounty.us

Signature of employee: _____

POSITION DESCRIPTION & ANNUAL PERFORMANCE REVIEW TRACKING

Date of Performance Review	Initials of Supervisor/Employee