

ENGINEERING TECHNICIAN I

DEFINITION OF WORK

Under general supervision, the purpose of the position is to provide technical support for assigned programs and projects administered by the Engineering & Infrastructure Department. Employees in this class manage a diverse number and type of County construction projects of minor to moderate complexity involving new construction as well as renovation work including but not limited to: parking lot projects, minor office renovation projects, drainage projects, waterproofing projects and other special projects as assigned. Employees conduct routine inspections of assigned construction projects; prepare specifications and plans; provide technical drawings and other administrative support; and perform related duties as required to accomplish the goals and objectives of the Engineering & Infrastructure Department.

EXAMPLES OF WORK

Provides technical support for special projects which may involve: conducting research of property records, maps, project files and other required information; and preparing reports, maps, drawings and cost estimates for special assignments. Provides project management for County building renovations or new construction projects; monitors progress of projects and ensures project deadlines are met; inspects work of project to ensure adherence to specifications, design, approved materials, etc; and identifies and works with contractors to resolve problems. Assists with special assessment projects by researching property records, preparing mailings of public notices to affected property owners, preparing the assessment roll and assessment maps, and responding to property owner requests for information concerning the project. Prepares plans and specifications for small construction projects. Conducts routine activities related to administration of the County Flood Damage Prevention Ordinance which includes: reviewing all floodplain development applications and preparing permits for all proposed development within Special Flood Hazard Areas; responding to citizen inquiries concerning location of property in Special Flood Hazard Areas and prepare Flood Certifications for property owners when requested; assisting Planning & Inspections Department with subdivision review process by checking the location of proposed development for possible encroachment into Special Flood Hazard Areas; maintaining information required for continued participation in the Community Rating System that provides flood insurance rate discounts to policy holders in communities that exceed the minimum floodplain development standards of the national Flood Insurance Program; maintaining flood permit files and verifying accuracy of Elevation Certificates prepared by surveyors; attending floodplain management workshops; and providing information to County Information Services for updates of Engineering Department page on County website concerning floodplain management activities. Assists Board of Elections with Americans with Disabilities Act (ADA) compliance review of polling places and determine corrective actions required. Inspects private streets for conformance with standards established in County Subdivision Ordinance. Assists county volunteer fire departments by inspecting and certifying their water sources for continued accreditation by the Insurance Service Organization.

EMPLOYMENT STANDARDS

Education and Experience:

Associate's degree in an engineering related field, preferably civil engineering, and two years of experience in an engineering consulting office, local or state government engineering department; or an equivalent combination of education and experience.

Knowledge, Skills, and Abilities:

Working knowledge of: the methods, procedures and policies of Cumberland County as such pertains to the performance of the essential duties of Engineering Technician I; principles and practices of providing technical engineering support, drafting and project monitoring; laws, ordinances, standards, and regulations pertaining to the essential duties and responsibilities of the position; organization of the department, and of related departments and agencies; occupational hazards and safety precautions required to perform the essential functions of the work; terminology and related professional languages used within the department as such pertains to work responsibilities. Work requires the ability to establish and maintain cooperative and effective working relationships.

SPECIAL REQUIREMENTS

Training in floodplain management practices eventually leading to certification through the North Carolina Association of Floodplain Managers is desired. Proficiency in drafting techniques including the use of AutoCAD software and GIS, and a working knowledge of basic surveying practices is desired. Experience in field inspection of construction techniques and material is helpful.

Some positions within classification may require a valid North Carolina driver's license. Background check with local law enforcement agency required. Condition of Employment: Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the county policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer.

ADA REQUIREMENTS

Position is assigned work in an office environment and/or on construction sites, as required for the task at hand. Some tasks may risk exposure to extreme heat, cold, dusty or damp conditions.

PHYSICAL REQUIREMENTS

Approximately 70% of the work is performed in an office environment requiring light physical effort and 30% is spent in the field inspecting construction activities or taking field measurements requiring moderate physical effort. Some tasks involve the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).