



LAKE OF THE WOODS COUNTY POSITION DESCRIPTION

DATE: November, 2017

JOB TITLE: Temporary Engineer Technician/Laborer

DEPARTMENT: Public Works

JOB GRADE: 5

FLSA: Non-Exempt & Non-Union

REPORTS TO: Senior Inspector/Heavy Equipment Operators

SUPERVISES: N/A

GENERAL DUTIES:

Under the direction of the Senior Inspectors, this position assists on State and Federal Aid projects. Incumbent also performs routine maintenance/labor on county roads.

MINIMUM QUALIFICATIONS:

- High school diploma / Must be 18 years old
- Under indirect supervision, ability to operate county vehicles
- Must be able to communicate via two-way radio equipment

ESSENTIAL FUNCTIONS:

- Assists senior inspectors in monitoring contractor operations on state and federal construction projects. These duties include construction, staking, grade-checking, truck-weighing and recording of project quantities.
- Assists senior inspectors in quality control of construction materials. These duties include taking samples of road construction materials and performing tests of materials. Documentation of test results and completion of summary reports.
- Acts as chain rod person on survey crew.
- Performs routine maintenance on county roads, specifically removal of brush and trees using chain and brush saws, signing, and shop and equipment cleanup, crack-filling and other general manual labor as assigned.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- Other duties as assigned or required.

WORKING CONDITIONS AND ENVIRONMENT:

This position has variable and often adverse working conditions that require employee to work outdoors; long hours during contractor operations, typically 12 to 16 hours per day with exposure to noise, dust, and heat and asphalt fumes. Incumbent is required to use chain and brush saws in road ditches and slopes; work around operating heavy equipment and must be able to lift and carry portable equipment and materials that weigh up to 60 pounds.

SAFETY DUTIES:

- Cooperates with the County's Safety Program and conducts work habits in a manner that ensures the safety of all employees.
- Responsible for behavior that is consistent with OSHA regulations, the County policies, departmental safety rules and office policies. Attends all required safety training sessions.