

KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court
555 Bay Road, Dover, DE 19901*

Department of Public Works
Division of Engineering
Classified, GRADE 8
40 Hour Week

ENGINEERING TECHNICIAN I

GENERAL STATEMENT OF DUTIES: Performs entry level inspections, utility locates, and technical tasks for the Public Works Department; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Positions in this class perform various tasks such as construction inspections, utility locates, etc. The work involves the preparation of various reports including sketches. Supervision is received from an Engineering Project Manager and work is checked in progress and/or upon completion.

ADA REQUIREMENTS: This is heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, kneeling, reaching, pushing, lifting, fingering, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; mental acuity is required to make rational decisions through sound logic and deductive processes; the worker is subject to inside and outside environmental conditions.

EXAMPLE OF WORK: (Illustrative only)

Perform inspections of sanitary sewer connections, gravity lines, and pump stations;
Verify work of contractors conforms with condition of permits and/or construction documents
Inspect sources of wastewater discharges to ensure compliance with County codes and regulations;
Conduct water sampling at various pumping stations and industries;
Investigate complaints from district customers;
Prepare applications for Utility Construction Permits and franchise agreements;
Identify County sanitary sewer infrastructure as part of Miss Utility locating service;
Provide information about public works programs.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Basic knowledge of drafting and inspections techniques; knowledge of the operation and functions of a public works operation; ability to prepare reports and maintain records; ability to locate and utilize engineering information and work independently or with minimal supervision to complete engineering

technical level assignments; ability to establish and maintain effective working relationship with coworker, supervisors, contractors, and the public; working knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND EDUCATION: Completion of standard high school coursework or G.E.D. with one to two years of experience in a engineering or wastewater treatment environment; or any combination of experience and training which provides the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: Possess and retain certification as State of Delaware Certified Construction Reviewer for Stormwater & Sediment Management or achieve certification within one year of hire. Possession and retention of a valid motor vehicle operator's license issued by the State of Delaware. All motor vehicle violations must be reported to supervisor immediately and a good driving record is required to retain position. Must pass testing for substance abuse and criminal background investigation. May be required to pass testing of physical strength and agility to qualify for and retain position. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

Employee Acknowledgement

Eff. 10/01/07

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