

GEAUGA COUNTY ENGINEER

An Equal Opportunity Employer

Page 1 of 3

POSITION DESCRIPTION

Employee Name:	Position Title: Seasonal Student Engineering Technician
Class Number: Seasonal Part-Time Student	Class Title: Seasonal Part-Time Employee
Dept./Div.: Design/Construction/Survey	Employment Status: Temporary Seasonal/Part-time
Reports to: All Supervisory Employees	FLSA Status: Seasonal Part-Time Student
Normal Hours: 8:00am – 4:30pm (subject to change)	

CLASS DESCRIPTION:

This is a part-time, summer student position that is under the general supervision of the Engineering staff. The student is responsible for performing a variety of unskilled to routine department related tasks, survey assistance, construction assistance, surveying, and/or construction engineering technology.

QUALIFICATIONS:

 An example of acceptable qualifications:

The Student must be currently enrolled in an undergraduate level program relevant to civil engineering which provides the required knowledge, skills, and abilities in civil engineering.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio Driver's licenses; must maintain insurability under the Engineer's insurance policy.

EQUIPMENT OPERATED:

 The following are examples only and are not intended to be all inclusive:

Modern office equipment (e.g., computer, typewriter, copier, calculator, telephone, fax machine, etc.); computer software (e.g. Microsoft Office suite, etc.); familiarity with measuring/surveying equipment (e.g. laser thermometer, wheels, tape measure, etc.).

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); works in or around crowds; ascends and/or descends ladders, stairs, or scaffolds; works in an area in which the means of egress is or can be obstructed; is exposed to environmental conditions which may result in injury from fumes, odors, mists, gases and/or poorly ventilated work areas; is exposed to possible injury from extremely noise conditions; is exposed to possible injury as a result of working with moving mechanical parts of equipment or machines; has contact with potentially violent or emotionally distraught persons; has occasional exposure to potentially vicious animals; hot, cold, wet, humid, or windy weather condition, hazardous conditions lifts and carries clients and/or supplies weighing up to twenty (20) pounds.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light to medium work.

Date Adopted: 2-26-14

Date Revised: 5-5-2020

GEAUGA COUNTY ENGINEER

An Equal Opportunity Employer

Page 2 of 3

POSITION DESCRIPTION

Employee Name:	Position Title: Seasonal Student Engineering Technician
Class Number: Seasonal Part-Time Student	Class Title: Seasonal Part-Time Employee
Dept./Div.: Design/Construction/Survey	Employment Status: Temporary Seasonal/Part-time
Reports to: All Supervisory Employees	FLSA Status: Seasonal Part-Time Student
Normal Hours: 8:00am – 4:30pm (subject to change)	

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- 50% (1) Performs road project inspections; tracks materials, and quantities, maintains daily reports.
- 30% (2) Collects existing condition data on pavement, drainage, driveways, and encroachments; prepares condition reports; performs drainage analysis calculations; prepares project specifications for paving and drainage projects.
- 15% (3) Performs simple to routine survey work in the office and as a field crew member and assists survey employees in monument recovery, surveying of right of way, topological surveys, and record research.

OTHER DUTIES AND RESPONSIBILITIES:

- 5% (4) Collects surveys and deeds of record for research; makes copies and reproductions using modern computerized equipment; utilizes and is familiar with the County GIS system.
- (5) Maintains required licensures, certification, and continuing education requirements, if any.
- (6) Meets all job safety requirements and all applicable safety standards that pertain to essential functions.
- (7) Demonstrates regular and predictable attendance.
- (8) Performs other related duties as assigned.

NOTE: May be required to work additional hours beyond the normal workday.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: Engineer's goals and objectives; Engineer's policies and procedures; department goals and objectives; department policies and procedures; English grammar and spelling; office practices and procedures; drafting techniques; road construction, maintenance, and repair; proper lifting techniques.

Date Adopted: 2-26-14

Date Revised: 5-5-2020

GEAUGA COUNTY ENGINEER

An Equal Opportunity Employer

Page 3 of 3

POSITION DESCRIPTION

Employee Name:	Position Title: Seasonal Student Engineering Technician
Class Number: Seasonal Part-Time Student	Class Title: Seasonal Part-Time Employee
Dept./Div.: Design/Construction/Survey	Employment Status: Temporary Seasonal/Part-time
Reports to: All Supervisory Employees	FLSA Status: Seasonal Part-Time Student
Normal Hours: 8:00am – 4:30pm (subject to change)	

Skill in: typing; word processing; computer operation; telephone console operation; use of modern office equipment; drafting tools and devises; use or operation of heavy equipment; motor vehicle operation; use of bench and/or hand tools; surveying instruments.

Ability to: Interpret a variety of instructions in oral, written or picture form; understand manuals and oral instructions, technical in nature; use proper research methods in gathering data; answer routine inquiries from general public; communicate effectively orally and in writing; cooperate with co-workers on group projects; demonstrate ability to lift heavy surveying equipment; demonstrate manual dexterity; travel to and gain access to work site; communicate effectively.

POSITIONS DIRECTLY SUPERVISED:

None.

(Signature of Appointing Authority)

(Date)

(Signature of Student)

(Date)

Date Adopted: 2-26-14

Date Revised: 5-5-2020