



POSITION: Engineering Aide

DEPARTMENT: Highway

CLASSIFICATION: Position is based on a 40 hour work week. Covered under collective bargaining agreement between Pipestone County and AFSCME, Local 2424. FLSA non-exempt.

NATURE OF WORK: The Engineering Aide assists in providing technical field and office civil engineering work for Pipestone County. The Engineering Aide is responsible for assisting the Engineering Technician and Senior Engineering Technician, but operates with less independence and is often in an assisting and learning mode. Duties include, but are not limited to, performing engineering work in office; serving as rodman, assisting in construction inspections and field surveys; conducting tests; and maintaining equipment and vehicles. Work is performed according to governmental standards and procedures for highways under the supervision of the Engineer/Assistant Engineer and is reviewed and evaluated in progress and/or upon completion.

AUTHORITY: Hired by the Engineer with County Board approval. Subject to a six month probationary period, pre-employment criminal background check, physical examination and driving record check.

LEGISLATIVE REQUIREMENTS: None

RELATIONSHIPS:

Reports to the Engineer/Assistant Engineer as necessary or required.

BASIC QUALIFICATIONS:

- High school graduate/GED.
- Minimum of two years post-secondary education desirable, or an equivalent combination of training and experience deemed acceptable by Pipestone County.
- Must be certified, or able to obtain current certifications by Minnesota Department of Transportation infield inspections and material testing.
- Valid driver's license

KNOWLEDGE, SKILLS, AND ABILITY

- Proficient computer skills required, Microsoft Office Products,
- Total station, Transit, Data Collector, Level, GPS Equipment experience desirable
- Able to communicate effectively in both verbal and written form.
- Ability to solve problems and determine appropriate course of action
- Ability to interpret a variety of instructions furnished in written, oral, diagrams, or schedule forms.
- Ability to establish priorities, multi-task, and work independently.
- Accurate, organized, dependable.
- Ability to carry out directives, to take detailed field notes for future drafting and to establish and maintain effective work relationships with various governmental officials, other professionals, contractors, utility companies, coworkers, and the general public.

SPECIFIC DUTIES/RESPONSIBILITIES: Includes, but not limited to the following:

Essential Duties:

- Assists with and/or prepares surveys of all roads, bridge, and culvert projects scheduled for construction. Operates GPS equipment, total station, levels and transits to locate section corners, establish benchmarks, determine centerlines, and develop topography and cross-sections. Records precise measurements and data electronically on a data collector and/or field notes.

- Assists with and/or prepares construction plans including all aspects of determining materials needed, including detailed plan and profile sheets with related drawings, diagrams, tables, and figures. Reviews plans in progress for specification compliance and accuracy.
- Researches and determines property owners and legal descriptions and develops right-of-way descriptions and drawings.
- Prepares project memorandums and project specifications for constructions projects for bid lettings.
- Coordinate projects with MNDOT, DNR, Army Corp of Engineers, State Historical Society, MPCA, cities, townships, and other governmental entities.
- Prepares numerous project reports and correspondence required for state and federal regulations.
- Assists with and/or prepares and places construction staking for developed projects based on approved construction plans. Assists contractors and/or the public in correct interpretation of the project requirements. Makes adjustments to the plans in the field as necessary.
- Inspects complex road and bridge projects on a routine basis to assure the contractors' compliance to the details of the construction plans. Measures, calculates, and records quantity of materials used for payment purposes. Tests samples of construction materials to verify quality of certified material. Inspects construction sites for traffic control devices to ensure the safety of the general public.
- Reviews contractor payrolls for compliance with prevailing wages and labor compliance.
- Provides information on project reports to governmental officials, construction professionals and contractors, utility companies, and the general public.
- Assists and/or inspects and evaluates bridges and other road structures to recommend replacement or further state review. Rates and records critical bridge elements on Mn/Dot's bridge inspection software program and maintains an up-to-date and accurate bridge inventory listing per state and federal requirements.
- Maintains current licenses, registrations and certifications as required by the department.
- Observes prescribed health and safety precautions in the performance of all tasks. Ensures safety of the general public on construction projects.

Additional Duties:

Performs other related work as required.

Access to Not Public Data

The incumbent may encounter not public data in the course of these duties. Any access to not public data should be strictly limited to accessing the data that are necessary to fulfill the employment responsibility. While data are being accessed, incumbent should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, incumbent must properly store the not public data according to the provisions Ch. 13 Minnesota Government Data Practices Act.

PHYSICAL REQUIREMENTS: In a typical eight hour summer day, this person sits/drives 2 hours, stands 4 hours, walks 2 hours. In a typical eight hour winter day, this person sits/drives 7 hours and walks 1 hour. Notable physical demands include: (1)frequent bending/stooping, pushing/pulling, twisting; (2)occasional squatting, crawling, climbing, reaching and crouching; (3)occasional carrying/lifting of up to 75 pounds, frequently to 25 pounds; (4)occasional work from knee to shoulder height with frequent work at waist height; (5)frequent need for verbal and written communication ability, to hear normal conversation, to see with far and near acuity and full field of vision. Work involves walking through construction sites and other rough terrain, frequent work with office equipment and in close proximity to construction machinery, and possible exposure to heights, weather conditions, and infectious/physical/chemical agents.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. This is not to be construed as an exhaustive list of all duties performed by personnel so classified. This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer as the needs of the employer and the requirements of the job change.