

Marion County Board of County Commissioners

POSITION DESCRIPTION



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

ENGINEERING CAD TECHNICIAN

Department: Office of the County Engineer
Pay Grade: 108
FLSA Status: Non-Exempt
Job Class: 3031
Risk Code: 8810

JOB SUMMARY

Responsible for performing various technician duties relating to highway design involving the design and drafting of urban and rural highway projects, along with other public works projects.

ESSENTIAL JOB FUNCTIONS

- Coordinates preparation of plans for road and site plan projects with the design engineer. Coordinates the standardization of the engineering plans (cover sheet, details, etc.). Checks the estimates of quantities for road projects.
- Creates a complete working set of construction plans, including but not limited to plan/profile, cross sections and surface, based on the design provided by the Project Engineer.
- Responsible for providing the information (maps, details, etc.) needed by all Engineering Divisions (i.e., Drainage, Survey, Traffic, etc.). Prepares plans, maps, and illustrations from legal descriptions, survey field notes, and other sources.
- Obtains and/or verifies on-site measurements and site specific information for use in the design process.
- Updates the filing system for engineering plans and the system for plan retrieval.
- Assists the project manager/engineer in the research, compilation, and preparation of applications for various permitting agencies.
- Integrates design information (traffic, soils, drainage, etc.) provided by the Project Engineer to create functional construction plans.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

SUPERVISION

This position has no supervisory responsibilities.

QUALIFICATIONS

Education and Experience:

Associate's degree in civil engineering technology; or equivalent from a two-year college or technical school in a civil engineering-related field and three years related experience and/or training; or an equivalent combination of education and experience.

Licenses or Certifications:

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

AutoCad Level II Certification is preferred.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to effectively present information to top management, public groups, and/or boards.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to interpret complex and detailed technical data.
- Advanced knowledge of Computer Aided Design (CAD) software and ability to provide training to other technicians.
- Knowledge of urban and rural highway engineering standards and specifications for design and construction.
- Knowledge of overall planning for county-wide engineering requirements.
- Knowledge of Marion County codes and regulations.
- Skills in organization and task prioritization.
- Ability to analyze, prioritize, and use data, including land survey information, to produce plans and drawings.
- Highly knowledgeable in engineering, surveying, and drafting principles and practices.
- Ability to read and interpret aerial maps, legal descriptions, and courthouse records.
- Ability to deal tactfully, courteously and effectively with the public, public officials, contractors, etc.

- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

PHYSICAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. While performing the duties of this job, the employee will regularly be required to walk, climb, balance, stoop, kneel, crouch or crawl; will regularly be required to stand and sit; and will frequently be required to use hands to finger, handle, or feel, reach with hands and arms, sit, talk or hear, and taste or smell.

WORK ENVIRONMENT

Work is performed in various indoor and outdoor environments. While performing the duties of this job, the employee will occasionally be exposed to wet or humid conditions, work near moving mechanical parts, work in high, precarious places, and vibration. The employee will be regularly exposed to outdoor weather conditions.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.