

# TALLADEGA COUNTY COMMISSION



**POSITION:** ENGINEERING ASSISTANT I  
**DEPARTMENT:** Talladega County Highway Department  
**GRADE:** J \$15.34  
**FLSA:** Non- Exempt

**OVERVIEW:** Performs a variety of entry level project inspection and engineering related activities, and begins to form a foundation of engineering concepts and principles.

## **ESSENTIAL DUTIES:**

- Assists with certain engineering tasks on construction projects of all types
- Assists in various engineering tasks needed for department operation
- Conducts various field, office, and laboratory assignments according to established standard procedures including sampling or testing construction materials, soils, asphalt, concrete, etc
- Maintain and operates surveying equipment
- Assists in road, land, and construction surveys
- Inspects subdivision and commercial development and maintains files for those projects
- Inspection construction projects for quality and quantity of materials and construction methods used
- Performs inspections of right-of-way and utility installation
- Performs inspections of right-of-way and utilities and reviews utility plans and inspects utility installation
- Performs traffic surveys and road and bridge inventories
- Conducts a variety of drafting assignments
- Assist in the preparation of various reports, maps, graphs, charts, and plans
- Determines the need for proper road signs and paint stripe
- Maintains various files and records
- Completes reports for State and Federal agencies
- Assists in the preparation of reports and estimates for various projects
- Performs other job related duties as necessary
- Other duties as assigned from time to time

## **EDUCATION AND EXPERIENCE:**

- This is an entry level position that introduces the employee to the basic fundamentals of highway construction and maintenance
- Must have earned a high school diploma from a standard high school or a graduate equivalency diploma with successful course work in mathematics, science, mechanical drawing, drafting, etc.
- Any post-secondary training in engineering, drafting, surveying, construction, or a related field is highly desirable OR minimum of one (1) year paid experience in drafting, surveying, construction, or a related occupation OR a combination of formal training and paid experience totaling one (1) year.

## **OTHER REQUIREMENTS**

- Upon receiving State certification as an Asphalt Roadway Technician, Concrete Technician, Traffic Control Inspector, and Bridge Inspector, may be considered for promotion to EA 2.
- Valid Alabama Driver's License

### **MINIMUM SKILLS AND ABILITIES:**

- Must be able to communicate effectively orally and in written form
- Must be able to follow oral and written instructions
- Must have knowledge of Microsoft Office and be computer literate.
- Must be able to read, comprehend, and interpret correspondence, reports, technical manuals, graphics, deeds, maps, construction plans, etc.
- Must be familiar with the use of drafting tools, surveying equipment, hand tools, and lettering procedures
- Must be able to work and communicate effectively with a variety of people including professionals, officials, co-workers, and the public at large
- Must be willing to inspect all parts of structures, including hard to reach areas

### **SUPERVISORY CONTROLS:**

- This position has no supervisory duties.
- This position receives supervision from the Assistant County Engineer. May also receive direction from the County Engineer and other designated staff.

### **WORK ENVIRONMENT:**

- Work is performed in both indoor and outdoor environments, including construction sites.
- Outdoor work involves travel from site to site
- Exposure to various weather conditions, slippery, uneven surfaces and rough terrain.

### **REQUIRED PHYSICAL ABILITIES:**

- Must have a sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to work sites throughout the County.
- Sufficient physical ability to walk, stand, bend, stoop or climb for long periods of time.
- Ability to operate motorized equipment and/or vehicles.
- Must have a sufficient vision and other powers of observation, with or without reasonable accommodation, which permits the employee to work safely in heavy traffic and heavy equipment operation.
- Vision sufficient to read computer screens and printed documents and hearing within the normal audio range, with or without correction.
- Must have a sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to understand department and safety rules and regulations and work around high traffic areas
- Must have a sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate hand and power tools and related equipment.
- Must be able to work outside in a variety of weather conditions performing duties requiring mild physical exertion including walking, standing, bending, lifting, kneeling, squatting, etc.
- Must be able to lift a minimum of 50 pounds

**JOB DESCRIPTION ACKNOWLEDGEMENT**

I have received, reviewed and fully understand the job description for ENGINEERING ASSISTANT I – HIGHWAY DEPARTMENT. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature \_\_\_\_\_