

**HARDIN COUNTY FISCAL COURT
RESOLUTION NO. 2016-122**

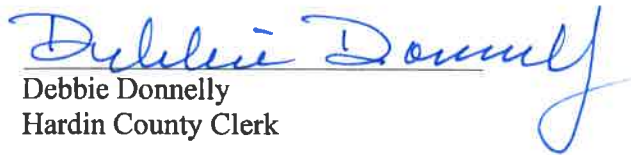
BE IT RESOLVED, upon recommendation of Judge/Executive Harry L. Berry, with the concurrence of the Resources and Community Support Committee to approve the following job description changes and revisions within the Engineering Department:

1. Engineering Technician

ADOPTED, by Hardin County Fiscal Court in its regular meeting on 23 August 2016.


Harry L. Berry
Hardin County Judge/Executive

ATTEST:


Debbie Donnelly
Hardin County Clerk

**Hardin County Fiscal Court
Job Description**

Engineering Technician
August 23, 2016

**Engineering Department
Pay Grade 12**

Job Summary

The position of Engineering Technician involves administrative and technical responsibilities for engineering activities associated with county government. The Engineering Technician works under the direct supervision of the County Engineer to assist in the planning, implementation, inspection and enforcement of County related programs and development. This position requires knowledge of the rules and regulations of the county ordinances. This position also includes tasks associated with assisting the County Engineer in coordinating, communicating, facilitating, and executing the engineering related duties and responsibilities of Hardin County Government.

Major Essential Duties

- Assist County Engineer in the review of site development plans for compliance with the *Hardin County Stormwater Manual*, *Hardin County Best Management Practices Handbook*, and other established engineering procedures and standard specifications.
- Assist County Engineer in the development, implementation and documentation of the six minimum control measures for the Small Municipal Separate Storm Sewer Systems (SMS4) Kentucky Pollutant Discharge Elimination System (KPDES) General Permit.
- Perform erosion prevention and sediment control (EPSC) field inspections for compliance with approved development plans. Coordinates directly with developer / builder for correction of any violations. Maintains all necessary documentation.
- Review as-built plans and performs final field inspection of storm drainage/stormwater management facilities and EPSC compliance prior to acceptance of roadways into County maintenance system.
- Assist County Engineer in the review, permitting and documentation requirements for FEMA floodplains and stream permitting.
- Learn to collect GIS data as directed for engineering related tasks.
- Meet with property owners concerning complaints regarding engineering issues.
- Prepare uncomplicated technical reports.
- Review and comments on permit applications.
- Assist in organizing and conducting meetings relating to planning, design, and construction activities.

Minor Essential Duties

- Attend, participate, and facilitate communications on behalf of Hardin County Government at meetings involving engineering matters related to county government.
- Represent the county at civic activities and community events as directed by the County Engineer and/or Judge/Executive.

Supervisory Responsibility

- None

Relationships

The Engineering Technician performs duties within the Engineering Department, under the direct supervision of the County Engineer.

Qualifications

Education and/or Experience

- Graduate of a college or university with a bachelor's degree in engineering technology, engineering science, engineering mechanics, design technology or construction technology, **OR**
- Graduate of a college or university with an associate degree in an engineering related field supplemented by two years of engineering related experience, **OR**
- Graduate of a high school or equivalent supplemented by four years of engineering related experience. Related technical or vocational training will substitute for required experience on a year-for-year basis, up to a maximum of four years.

Language Skills

- Ability to read, analyze, and interpret policies, procedures, professional publications, and government regulations
- Ability to write reports, business correspondence, policy and procedure manuals
- Ability to make presentations on related topics to management, other team members and public groups
- Possess strong oral, written, and listening skills

Mathematical Skills

- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to compute ratio and percent, and to draw and interpret graphs.
- Ability to apply concepts of algebra, geometry, and statistics as needed

Reasoning Ability

- Define problems, collects data, establishes facts, and draws valid conclusions
- Interprets a variety of technical and instructional information
- Makes decisions which serves the County's best interests and follow the missions and objectives of the department

Certificates, Licenses, Registrations

- A valid Kentucky Driver's License

Other Knowledge and/or Skills

- Must display mature judgment, courtesy, and tact in dealing with the public, elected officials, and government employees
- Must be skilled in the effective use of computers and standard office machines, including:
 - Thorough knowledge of standard office computer programs for word processing such as Microsoft Word
 - Spreadsheets / database programs such as Excel and Access
 - Visual presentations such as Power Point
 - Knowledge necessary to access and effectively use the Internet

Physical Demands

The physical demands described represents those required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Regularly (over 2/3 of work day)

Sit
Talk or hear
Use hands to type, handle paper, etc.

Occasionally (under 1/3 of regular work day)

Stand or walk
Reach with hands and arms
Lift and/or move up to 25 pounds

Vision requirements include close, distance, color and peripheral vision, depth perception and the ability to adjust focus.

Work Environment

The work environments described in preceding paragraphs represents those encountered while performing the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The noise level is usually low.

Comments

- Must display the following:
 - Positive communication
 - Objectivity
 - Willingness to solve problems
 - Commitment to serve the County's best interests
- Must adhere to applicable provisions of the Department Rules and Regulations, Personnel Policy Manual, Hardin County Administrative Code, Kentucky Revised Statutes, and any other procedures, rules, regulations, and policies set forth by appropriate authorities
- Must be neat in appearance
- Must be 21 years or older

Date Approved:

August 23, 2016



Harry L. Berry
Hardin County Judge/Executive