

**HARDIN COUNTY FISCAL COURT
RESOLUTION NO. 2024-188**

BE IT RESOLVED, upon recommendation of Judge/Executive Keith L. Taul, with the concurrence of the Resource and Community Support Committee, to approve the following job descriptions within the Engineering Department:

1. Engineer Technician

APPROVED, by the Hardin County Fiscal Court in its regular meeting on 10 September 2024.



Keith L. Taul
Hardin County Judge/Executive

ATTEST:



Brian D. Smith
Hardin County Clerk

Hardin County Government

Job Description

Engineer Technician

Pay Grade 18

STATUS	
Date: September 10, 2024	Department: Engineering
FLSA Status: Non-Exempt	Reporting Authority: Senior County Engineer
Supervisory Responsibility: None	

Job Summary

This position involves administrative and technical responsibility for assisting all engineering activities associated with County government under the guidance of the reporting authority. This position requires an extensive knowledge of the principles and practices of civil engineering and the ability to assist with planning and coordinating the work of others. Monitors erosion control, storm drainage, streets, sidewalk and other infrastructure under construction. In coordination with the reporting authority assist in supporting activities related to the county road system Under supervision will work on the Small Municipal Separate Storm Sewer System (MS4) permit under the National Pollutant Discharge Elimination System (NPDES).

Major Essential Duties

- Assist in the reporting of the six minimum control measures for the Small Municipal Separate Storm Sewer Systems (SMS4) Kentucky Pollutant Discharge Elimination System (KPDES) General Permit.
- Assist in creating reports and submit appropriate applications or other documentation as required by federal and state regulatory agencies to ensure the county's compliance with all minimum control measures (MCMs).
- Perform erosion prevention and sediment control (EPSC) field inspections for compliance with approved development plans. Under supervision coordinates directly with developer / builder for correction of any violations. Maintains all necessary documentation.
- Review plans for field review use and performs final field inspection of storm drainage/storm water management facilities and EPSC compliance prior to acceptance of roadways into County maintenance system.
- Establish and maintain positive and professional relationships with his/her peers in the various federal and state regulatory agencies.
- Conduct, document and maintain quarterly / annual outfall monitoring
- In the absence of the reporting authority will attend pre-application and pre-construction conferences.

- Conduct inspections of work-in-progress and ensures projects are completed in compliance with applicable codes, regulations and standards.
- Assist the reporting authority in site visits to help gather information in response to questions and complaints from the public concerning drainage, private construction, and other related issues.
- Conduct field data gathering for special projects such as traffic count data.
- Assist reporting authority in the review, permitting and documentation requirements for FEMA floodplains and stream permitting.
- Meet with property owners concerning complaints regarding engineering issues.
- Perform administrative duties including monthly reporting; correspondence preparation and response; and filing and organizing departmental documents as directed.

Minor Essential Duties

- Attend public meetings and hearings as required by the reporting authority.
- Assist in performing general civil engineering work for capital improvement projects depending on development workloads and trends.
- Assist in applying for Federal, State, and local grants as necessary and/or required.

Qualifications

Education and/or Experience

- Graduation from an accredited college or university with a four-year degree in civil engineering, construction management, or a related field.
- Must be able to obtain the EI (EIT) certification within one (1) year of employment and be working toward professional engineer license (PE).

Language Skills

- Ability to read, analyze, and interpret policies, procedures, professional publications, government regulations, financial reports, and legal documents.
- Ability to respond to sensitive inquiries or complaints from regulatory agencies, business community members, suppliers of goods and services, and the general public.
- Ability to write reports, business correspondence, and documents.
- Ability to make presentations on related topics to management, other team members and public groups
- Ability to display strong oral, written, and listening skills.
- Ability to write speeches, articles, and publications when necessary.

Mathematical Skills

- As required for a Civil Engineering degree.

Reasoning Ability

- Define problems, collects data, establishes facts, and draws valid conclusions.
- Interpret an extensive variety of complex technical and instructional information.
- Solve practical problems while dealing with several abstract and concrete variables.
- Ability to read, analyze, and interpret policies, procedures, professional publications, government regulations, financial reports, and legal documents.
- Make decisions which serve the best interest of the County and impact the areas over which authority is exerted.

Certificates, Licenses, Registrations

- Goal of obtaining professional license after obtaining required experience.

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 such as Works or Excel
 - Visual presentations such as PowerPoint
 - Knowledge necessary to access and effectively use the internet
- Must possess the skill necessary to manage workflow, projects, and budgeting and financial management skills

Physical Demands

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

While performing job duties, the employee could reasonably be expected to:

Regularly (over 2/3)

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

Occasionally (under 1/3)

- 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 environment characteristics described in preceding paragraphs represent 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 the applicable provisions of the Department Rules and Regulations, the Personnel Policy Manual, the Hardin County Administrative Code, the Kentucky Revised Statutes, and any other procedures, rules, regulations, and policies set forth by appropriate authorities.
- Must be neat in appearance.
- Must have personal integrity and remain free of felony convictions.

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements or responsibilities.

Date Approved: September 10, 2024



Keith L. Taul
Hardin County Judge/Executive