



Engineering Technician Position Description

Position Purpose

The engineering technician position is a professional position requiring a diverse background in pre-planning, problem evaluation and problem solving, and conservation practice application.

Basic Qualification Requirements

Candidates must have a two year vocational engineer certification or equivalent post-secondary education, must be proficient in the use of survey and drafting equipment, and able to use programmable calculators and computers. A minimum of 5 years of field experience in soil conservation engineering and design is required for this position. A minimum of two years' experience using Computer Aided Design (CAD) software is also required. Applicable experience in soil conservation engineering and design may be substituted for minimum educational requirements. The essential job duties for this position are regular and timely work attendance, ability to establish and maintain working relationships with co-workers, agencies, and clients; ability to work under stressful conditions, and items under "Duties and Responsibilities" listed below.

Physical Requirements

The assigned work requires occasional recurring prolonged walking, bending, lifting, and stretching on varying landscapes during all types of weather.

Duties and Responsibilities

1. Is able to apply engineering skills and knowledge to a variety of engineering projects, from conception through completion, including preparation of preliminary engineering reports, cost estimates, preparation of detailed plans and specifications, construction supervision and inspection, and final certification of completed projects.
2. Reviews and develops stormwater management plans and related best management practices for the county and others.
3. Documents current engineering projects and reports work accomplished to NRCS District Conservationist and District Administrator. Schedules projects with other field staff and assists landowners in project initiation, pre-construction conferences, and completion.
4. Coordinates the work of engineering survey crews and construction inspection; maintains progress records and field notes for reporting and quality control.
5. Reviews complex engineering plans for NRCS and District engineers' approval; performs CAD drafting for engineered projects.
6. Performs technical work according to the NRCS Field Office Technical Guide, under minimal supervision without detailed instructions, after adequate training.
7. Performs simple to complex surveys for design and layout, supervises construction of conservation practices, and completes performance documentation of these practices.

8. Fully understands Federal, State Cost-Share Programs and other financial assistance programs, and is capable of describing these programs to landowners.
9. Is able to supervise field staff when given project responsibility.
10. Provides survey, design and implementation assistance to the Shoreland Specialist, District Technicians and the District Engineer.
11. Assists with the preparation of educational materials, demonstrations, workshops, tours, newsletter articles, and press releases in cooperation with NRCS, Becker County Environmental Services, local watershed districts and other agencies.
12. Promotes the conservation philosophy of the SWCD, as outlined in Annual & Local Water Plan.
13. Prepares records and reports covering work accomplished.
14. Performs other related duties as directed or apparent.

Performance Evaluation

Performance Evaluation is the responsibility of the District Administrator and will be reviewed annually by the District Board.

Updated 11/15/2017