

ENGINEERING ASSISTANT NEEDED

The Lawrence County Commission is currently seeking applicants for full time Engineering Assistant. Duties include but are not limited to: technical assistance on engineering projects and related activities including inspection, research, testing, computer aided drafting, surveying, Microsoft Word and Excel. Math skills and problem-solving abilities needed. Experience in construction, drafting, surveying, project inspection, or related technical degree is a plus but not required. Applications will be received until the position is filled. Application may be delivered to Karen Foster at Lawrence County Commission Office or emailed to karenfosterlawrencecounty@gmail.com.

Applications may be acquired at:

www.lawrencecountyal.org

or

Lawrence County Commission
PO Box 307
12001 AL Highway 157
Moulton, AL 35650.

Benefits include: annual time, sick leave, health insurance, holidays, and State retirement. Lawrence County is an equal opportunity employer.

LAWRENCE COUNTY
JOB DESCRIPTION

Title: Engineering Assistant

Dept: Road

Job Analysis Conducted: February 1, 2011 (Updated)

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to:	Assistant County Engineer
Subordinate staff:	None
Other internal contacts:	County Engineer and other Commissioners, Road Department employees
External contacts:	General Public; Alabama D.O.T personnel

Job Summary

Performs routine engineering work in field or office. Performs task in survey party. Conducts inspections of nonprofessional nature. Maintains various logs, diaries, records and notes as required. Performs sign installation and herbicide maintenance for the County.

Job Domains

- A. Engineering and Surveying
 1. Acts as chief inspector on small projects, uses level rod, uses bush ax and cuts brush in line of sight.
 2. Uses transit, level and drives hubs and stakes to indicate points and grades.
 3. Uses level rod, uses bush ax and cuts brush in line of sight.
 4. Cleans and cares for surveying instruments and tools.
 5. Maintains field notes in transit and level book.
 6. Puts in hub-line for grade and line.
 7. Prepares Engineering Drawings.
 8. Performs simple design and surveying calculations

- B. Inspection and Related Services

1. Performs/Assists inspection of road and bridge construction projects.
2. Takes samples for laboratory testing.
3. Performs/Assists inspection of road signs and flashing signals.
4. Performs/Assists inspections of roadways for needed maintenance.
5. Performs/Assists quality assurance test for work on construction projects.
6. Makes concrete cylinder in the field for later lab test.
7. Performs/Assists bridge safety inspection.
8. Maintains notes and diaries on all state, county, and federal projects.
9. Performs materials test on construction projects.

C. Sign Installation

1. Installs traffic signs on county roads.
2. Maintains inventory of road signs; keeps records of sign installations.
3. Completes work orders for sign repair or replacement; fills out sign placement forms for each job.

D. Miscellaneous

1. Performs manual labor as required.
2. Aids in Bridge and road construction.

Knowledge, Skills and Abilities

(Any item with an asterisk will be taught on the job.)

1. Verbal communications skills to communicate with co-workers and understand oral instructions.
2. Math skills to compute grades, angles, R.O.W. and string-line.
3. Writing skills to clearly and neatly make field notes, keep records and diaries.
4. Reading skills to understand written instructions, orders, plans.
5. Thorough knowledge of surveying instruments and methods.
6. Skill in the use of hand tools.
7. Ability to understand and follow oral and written instructions quickly and accurately.
8. Knowledge of county bridge and road system.
9. Knowledge of county and department rules, regulations, policies and procedures.
10. Ability to work independently without close supervision.
11. Ability to lead, direct and motivate small work (surveying crews) groups.
12. Experience or Education in Drafting

Physical Characteristics

1. See well enough to operate motor vehicle, conduct surveying and flag traffic; corrective lens acceptable.
2. Hear well enough to understand oral instructions and respond to verbal communication; hearing aid acceptable.
3. Speak well enough to relay instructions to others.
4. Body movement or mobility to perform related survey work.
5. Strength to lift various materials and supplies.
6. Stamina to withstand working outside in adverse weather conditions.

Other Characteristics

1. Willing to travel to attend schools, workshops and conferences.
2. Possess a valid Alabama driver's license. A Commercial Driver's license may be required.
3. Willing to work overtime and non-standard hours as needed.
4. Any combination of education and experience which meets the necessary qualifications listed above.