

Bell County, Texas

**Job Description: 417
July 2001**

Job Title: Engineering Assistant

Department: Engineering
 Immediate Supervisor County Engineer

Brief Description of the Job: Provides drawings, field notes and right-of-way deeds for road widening. Performs inspections on new road construction. Assists general public with questions and information and acts as County engineer in his/her absence.

Essential Functions:

	*	**
1. Provides drawings, field notes and deeds by editing field data in computer, establishing existing property lines based on recorded deeds, field data and surveys establishing proposed right-of-way lines, providing field notes, proposed deeds, plats and proposed compensation for right-of-way, recording deeds, and communicating with land owners as project is completed.	70%	S
2. Inspects new road construction by traveling to job sites, ensuring County guidelines are followed, testing materials and base applications, observing work, writing acceptance letters and performing final inspections.	10%	L
3. Provides information to the general public by providing subdivision regulations and plat filings, explaining maps, informing public about flood plains and checking septic tank permits for locations.	10%	S
4. Acts as county engineer in his absence by checking subdivision plats and construction plans, attending commissioners= court meetings and answering commissioners= concerns.	10%	S

This information is intended to be descriptive of the key responsibilities of the position. The preceding examples do not identify all duties performed by any sing incumbent.

*Percentage of time

**Physical strength code: S-Sedentary

L-Light

M-Medium

H-Heavy VH-Very Heavy

PHYSICAL DEMANDS

Overall physical strength demands for this position: X *Sedentary* *Light*
 Medium *Heavy* *Very Heavy*

Physical Demands	Frequency Code	Description
Standing	O	Inspecting roads
Sitting	F	Desk work
Walking	O	During inspections
Lifting	R	Equipment, files
Carrying	R	Equipment, files
Pulling	N	
Pushing	N	
Using fine dexterity	C	Computer keyboard, digitizer
Reaching	N	
Kneeling	O	Setting property corners
Crawling	N	
Twisting	N	
Climbing	O	Fences
Balancing	N	
Seeing	C	Reading, computer screen, driving
Hearing	C	Communicating with personnel and on telephone
Talking	C	Communicating with personnel and on telephone
Using Foot controls	O	Driving

This is a description of the way this job is currently performed; it does not address the potential for accommodation

Frequency code: C-Continuously F-Frequently O-Occasionally R-Rarely N-Never

Machines, tools, equipment and work aids:

Computer and related software, printer, copier, telephone, scale, calculator

ENVIRONMENTAL FACTORS

Dirt and Dust	W	Extreme Temperatures	Noise and Vibration	W
Fumes and Odors	W	Wetness/Humidity	Darkness/Poor lighting	N
		W		

HEALTH AND SAFETY

Mechanical Hazards	W	Chemical Hazards	Electrical Hazards
Fire Hazards	N	Explosives	Communicable Diseases
Physical Danger or Abuse		Other (specify)	
W			
		N	D
		N	N

Exposure to and frequency: D-Daily S-Seasonal W-Several times/week M-Several times/month

PRIMARY WORK LOCATION

Office Environment	Warehouse	Shop
X		
Vehicle	Outdoors	Other:
	X	

Protective Equipment Required:

Safety Vest

NON-PHYSICAL DEMANDS

Time pressures	O	Emergency situations	R
Frequent change of tasks	F	Irregular work schedule/overtime	N
Performing multiple tasks simultaneously	F	Working closely with others/teaming	C
Tedious or exacting work	C	Noisy/distracting environment	O

Frequency codes: F-Frequently

O-Occasionally

R-Regularly

JOB REQUIREMENTS

Formal Education:

Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate=s degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school plus advanced coursework or certification in the specific area.

Experience:

Over five years sup to and including six years experience is required

Certifications and Other Requirements:

Registered Professional Land Surveyor License

Supervision:

Work requires supervising and monitoring performance for a regular group of employees or a work unit, including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.

Contacts:

The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the County which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the County who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.