

TITLE: Engineering Technician

ENG/5

DEPARTMENT: Engineering, Fayette County

JOB SUMMARY: This position performs administrative and technical duties in support of department operations.

MAJOR DUTIES:

- o Reviews building permits and land disturbance permits for compliance; issues land disturbance permits; reviews and approves elevation certificates, foundation surveys, and cursory review of erosion control plans; receives, reviews, and logs stormwater inspection checklists; initiates compliance actions for projects failing to comply.
- o Maintains database of all department records; maintains Illicit Discharge Business Database.
- o Provides customer assistance; provides information concerning policies, explains permit procedures, and regulations; records customer complaints and inquiries; refers to appropriate personnel.
- o Maintains building permits information and floodplain elevation certificates; reviews certificates for compliance with county Development Regulations; assists customers with driveway locations.
- o Schedules employee training and public education activities; schedules field inspections and ensure follow-up.
- o Assists with the preparation of regular and special reports.
- o Assists in the preparation of the budget; prepares requisitions; orders supplies; receives and reports all office revenues.
- o Maintains department Web site.
- o Files documents; answers telephone; sorts and distributes mail.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of records retention schedules.
- o Knowledge of modern office practices and procedures.
- o Knowledge of county budgeting procedures.

- o Knowledge of state and county regulations and of department policies and procedures.
- o Knowledge of applicable laws, policies, and procedures relative to street design, erosion, sediment, pollution, and stormwater management.
- o Skill in the review and analysis of blueprints.
- o Skill in public and interpersonal relations.
- o Skill in oral and written communication.

**SUPERVISORY CONTROLS:** The Environmental Engineer assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include county development regulations and related state regulations. These guidelines require judgment, selection, and interpretation in application.

**COMPLEXITY:** The work consists of related technical and administrative duties. Frequent interruptions contribute to the complexity of the position.

**SCOPE AND EFFECT:** The purpose of this position is to provide administrative and technical support for department operations. Success in this position contributes to the efficiency of department operations.

**PERSONAL CONTACTS:** Contacts are typically with other county personnel, builders, engineers, realtors, insurance agents, mortgage companies, homeowners, developers, state administrators, and members of the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information; resolve problems; and provide services.

**PHYSICAL DEMANDS:** The work is typically performed while sitting, standing, stooping, or walking. The employee occasionally lifts light objects.

**WORK ENVIRONMENT:** The work is typically performed in an office.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** None.

**SPECIAL CERTIFICATIONS AND LICENSES:** Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

**ADA COMPLIANCE:** Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

**HIPAA COMPLIANCE:** The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

**DRUG AND ALCOHOL COMPLIANCE:** In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

#### MINIMUM QUALIFICATIONS

- o Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- o Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.