

**JOB DESCRIPTION**

**Job Title:** Construction Technician/Inspector

**Incumbent:** \_\_\_\_\_

**Department:** Highway

**Supervisor's Name/Title:** County Engineer

**Employment Status:**

Regular

Temporary

Full Time

Part Time

Intern

Co-Op

Regular Hrs. Worked: 40 hrs./wk

Exempt  Non-exempt

*A position description is written to describe work to be performed by a fully qualified employee (i.e. an individual who possesses the knowledge, skills & experience required by the position). A less qualified individual may fill the position on the condition that, with training, they will fully meet responsibilities & skills within a reasonable period of time.*

When was this description last updated? Date: 4/2026

**Overall Purpose & Objective of the Position**

Performs survey, design, analysis, and inspection activities for the County Engineer to design build, maintain, and make improvements to the County and associated Road District's highway systems for the betterment of Monroe County and its residents

**Essential Duties & Responsibilities of the Position**

- 1) Performs survey work and subsequent computer plan design for development of highway project plans, including construction time and cost estimates
- 2) Performs field work prior to, and during, construction, working with contractors to assure that work adheres to plans and meets applicable state codes
- 3) Monitors contractor's construction materials usage for adherence to project specifications and generates "Pay Estimates" for contractor reimbursement
- 4) Oversees and makes recommendations in regard to the purchase of survey equipment
- 5) Encourages recommendations for efficiencies, processes, etc. which will deliver either quality, cost savings, and / or other improvements within area of responsibility

## **JOB SPECIFICATIONS**

### **Direct Reports**

- 1) Summer Workers

### **Working Conditions**

Following are particular working conditions that are associated with this position:

- 1) Frequent local travel
- 2) Flexible hours including weekends and occasional holidays
- 3) Frequent field work (survey, construction inspection)

### **Physical / Mental Demands**

Individuals in the position must meet and maintain the physical & mental ability to;

- 1) Perform normal walking, standing, sitting, reaching, climbing
- 2) Ability to lift up to 20 lbs.
- 3) Vision that is sufficiently correctable to obtain a valid Driver's License
- 4) Maintain manual dexterity to operate all equipment required to be used in daily job activities

### **Conditions of Exposure**

- 1) Outdoor weather conditions
- 2) Radioactive material in nuclear equipment
- 3) Exposure to construction debris (dust, concrete dust, asphalt, etc).

### **Required Certifications**

- 1) IDOT Documentation of Contract Quantities or pass within 1 year.
- 2) Valid Driver's License
- 3) Minimum National Incident Management System (NIMS) certification as required by current Federal law within 12 months of employment.

### **Specialized Tools / Equipment**

- 1) Survey Equipment
- 2) Nuclear Density Gauge
- 3) Concrete Testing Equipment

### **Skills / Qualifications**

- 1) High School or GED diploma
- 2) Minimum 2 years experience working in highway construction or a related field
- 3) Prior experience performing highway survey work and utilizing blueprints, plans, and construction specifications as part of their daily job duties
- 4) Intermediate mathematical skills required to calculate angles and metrics utilized in developing construction plans
- 5) Demonstrated knowledge of current techniques of highway plan development, time and cost estimations, applicable codes, and materials
- 6) Demonstrated knowledge of OSHA and basic safety regulations as they relate to highway construction
- 7) Experience working successfully with diverse groups to accomplish mutual / common goals
- 8) Effective verbal and written communication skills required to effectively communicate with residents, contractors, and vendors and to complete departmental paperwork
- 9) Basic PC skills to utilize Windows based programs and MS Office, and use basic AutoCAD in the performance of duties
- 12) Demonstrated ability to work successfully in a team environment, functioning for the good of the whole over the individual
- 13) Items 2, 3, 5, 6 not necessary if applicant has a bachelor's degree in Engineering, Construction Management or similar.

### **Salary**

\$60,000 - \$80,000 per year based on qualifications.

## CORE COMPETENCIES APPLICABLE TO THIS POSITION

- Analytical** : Collects & synthesizes complex data & uses it intuitively to create processes / initiatives
- Business Acumen**: Firm understanding of financial / business processes
- Confidentiality**: Works with confidential information regularly
- X **Customer Service**: Responds regularly to customer needs
- Communication, Oral**: Advanced skills in oral communication
- Communication, Written**: Advanced skills in written communication
- Decision Making**: Must regularly ascertain circumstances and apply guidelines to make high level decisions
- X **Fundamental**: Reading, Writing, Mathematics, memory and the like
- Managing / Supervising People**: Utilizes technical and interpersonal skills to manage staff in a manner that makes them most effective in meeting objectives and developing their skills
- Physical Agility**: Performs activities requiring more than average physical strength and agility
- Planning, Short & Long Term**: Plans and prioritizes activities to meet departmental & organizational goals
- X **Problem Solving, Independent Judgment**: Utilizes ingenuity to identify & resolve problems, is willing to make sound / accurate judgments
- X **Safety & Security**: Must observe & promote safety & security procedures
- Strategic Thinking**: Develops strategies to achieve Departmental or County goals

Core Competencies are categories of skills / knowledge utilized in a position, not performance traits (i.e. Quality, Quantity, Dependability and the like)