

ENGINEERING SPECIALIST

The following class specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

DEPARTMENT: Engineering

REPORTS TO: Varies

CLASS SUMMARY

Reviews construction plans and conducts inspections to ensure compliance with County ordinances and permits.

DISTINGUISHING CHARACTERISTICS

The Engineering Specialist is the second level of a two level engineering technician series. The Engineering Specialist is distinguished from the Engineering Technician in that the Specialist performs complex engineering support tasks requiring additional training or experience.

TYPICAL CLASS ESSENTIAL DUTIES

- Reviews construction plans from developers and contractors for compliance with County ordinances and state regulations and issues appropriate permits.
- Consults with engineers, developers, contractors, and other agencies concerning plan design or problems on site.
- Assists with inspection of ongoing construction projects for compliance with permits.
- Assists with County construction projects by obtaining appropriate permits and necessary easements.
- Provides information to public, including contractors and developers, on issues related to construction projects.
- Documents Notices of Violation for sites that do not comply with the ordinance and participates in the appeals process for these projects.
- Performs other duties of a similar nature or level.
- Performs work during emergency/disaster situations.

POSITION SPECIFIC DUTIES

Does not apply.

KNOWLEDGE AND SKILLS

Knowledge of:

- County construction ordinances and permit issuance process;
- Basic surveying techniques;
- Basic drafting principles;
- General engineering and construction concepts;
- Federal, State, and local issues as they pertain to land use and land acquisitions;
- Computer knowledge with regard to drawing files, drawing programs, main frame sessions and GIS data.

Skill in:

- Reading architectural and engineering drawings, plats, and site plans;
- Using surveying equipment;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor the general public, etc. sufficient to exchange or convey information and to receive work direction.

TRAINING AND EXPERIENCE

Associate's Degree in a related field, or three years of technician experience directly related to the area of assignment; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

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LICENSING/CERTIFICATION

- Valid NC Driver's License.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

Typically requires stooping, reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

May be subjected to inadequate lighting and work space restrictions.

GENERAL INFORMATION

FLSA Status: Non-exempt

Class Spec Established/Revised: E10/99