

Jurisdictional Class: Competitive
Adopted: March 7, 1993
Revised: May 19, 2010

HIGHWAY PROJECT TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: This is responsible technical work involving the review and issuance of permits and inspection duties on various utility and construction projects in the County highway right of way. The duties involve responsibility for the efficient performance of technical engineering work allied with the accurate collection and recording of data and issuing and recording of appropriate permits. The work is performed under general supervision with leeway allowed for the use of independent judgment in carrying out the details of the work. Supervision may be exercised over subordinate employees. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Administers Highway Work Permit Program, Special Hauling Permit Program and similar programs to ensure proper permit possession and compliance with the terms of the permit;
Answers inquiries regarding policies, rules, and regulations governing highway work permits and special hauling permits and procedures, and investigates complaints;
Reviews and logs permit application forms and issues and records appropriate permits;
Collects appropriate fees and bonds;
Performs on-site inspections to ensure authorized work and enforces actions for unauthorized work;
Prepares driveway, culvert pipe drainage, and other miscellaneous designs;
Monitors accident reports for damage to County property, obtains police reports, schedules repairs, prepares bills, and collects cost of repair from insurance carrier;
Conducts surveys and performs drafting work on County roads and bridges;
Administers permits and insurance recovery programs and other related activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS:

Good knowledge of permit administration and enforcement procedures;
Good knowledge of engineering terminology, surveying procedures, and equipment;
Ability to understand and interpret engineering plans and specification;
Ability to deal effectively with the public;
Ability to express oneself clearly and concisely both orally and in writing;
Ability to maintain records and prepare reports;
Ability to operate a computer and other related office equipment;
Sound judgment.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Engineering, Construction Technology, or related field and two (2) years of experience in the administration and inspection of various engineering or construction projects; or
- (b) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience in the administration and inspection of various engineering or construction projects; or
- (c) An equivalent combination of experience and training as outlined by the limits of (a) and (b) above.

SPECIAL REQUIREMENT: Eligibility for an appropriate level New York State Driver's License at time of application. Possession of license at time of appointment.