

# FAYETTE COUNTY JOB DESCRIPTION

## Engineering Seasonal Worker

### **DEFINITION AND DUTIES:**

Under immediate supervision provides assistance to the engineering staff in a variety of duties including surveying, construction inspection and materials testing. Temporary position, 40 hours per week.

### **Knowledge of:**

- ◇ Mathematics, including algebra, geometry and trigonometry
- ◇ Safe operation of specialized equipment
- ◇ Basic safe work practices
- ◇ English language to include grammar, spelling, sentence structure, vocabulary and proofreading skills

### **Ability to:**

- ◇ Use engineering tools such as surveying equipment, levels, shovels
- ◇ Use hand tools such as hammers, saws, and picks
- ◇ Drive vehicles in a safe and conscientious manner
- ◇ Operate assigned equipment skillfully, safely and in conformance with manufacturer's recommendations
- ◇ Represent Fayette County and perform duties in a professional, responsible and trustworthy manner
- ◇ Keep accurate records
- ◇ Understand and follow oral and written instructions
- ◇ Establish and maintain effective working relationships with co-workers, supervisors, and the public
- ◇ Use a computer and related software programs for the purposes of data entry, word processing, spreadsheets, email and Internet
- ◇ Communicate effectively both orally and in writing
- ◇ Perform manual labor (moderate) for extended periods of time
- ◇ Work in unfavorable weather conditions and be exposed to dust, fumes and loud noises
- ◇ Handle low levels of stress, meet deadlines and solve problems appropriate to the position
- ◇ Lift, move, carry, push and/or pull up to approximately 30 to 50 pounds
- ◇ Stand, sit, bend, climb, balance, stoop, kneel, twist, reach, crouch and crawl
- ◇ Have clarity of speech, hearing, and writing which permits effective communication
- ◇ Have sufficient vision which permits production and review of a wide variety of materials both electronic and hardcopy forms
- ◇ Have sufficient manual dexterity to operate equipment, hand tools, make handwritten notations and which permits use of a keyboard and mouse
- ◇ Occasionally carry out duties with limited supervision
- ◇ Work overtime as needed

**MINIMUM EDUCATION, TRAINING AND EXPERIENCE:**

High school graduate or equivalent. Additional education or experience in engineering field and Computer Aided Drafting (CAD) preferred.

**Special requirements:** Possession of valid driver’s license and insurable under county liability coverage.

**SPECIFIC DUTIES:** *to be performed satisfactorily with or without reasonable accommodation*

**The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.**

- ◇ Assist the engineering staff in areas such as surveying, construction inspection, materials testing, design, computer applications and related work.
- ◇ Transport materials to and from work sites; load and unload materials.
- ◇ Perform traffic control duties including sign installation and flagging.
- ◇ Operate a riding mower, lawn trimming equipment and related grounds maintenance equipment.
- ◇ Secure county property to prevent theft or damage.
- ◇ Perform all work duties and activities in accordance with County policies, procedures, and safety practices.
- ◇ Attend work regularly at the designated place and time.

FLSA Status: Non-Exempt

Date Established: May 23, 2016.

Date Revised: May 23, 2016

*I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of this job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at anytime and for any reason, and the Employer has a similar right.*

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

Fayette County is an Equal Employment Opportunity Employer. In compliance with the Americans Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.