



## WALLER COUNTY JOB ANNOUNCEMENT



Position Title:	<b>JUNIOR ENGINEERING TECHNICIAN</b>				
FLSA Status:	<b>NON-EXEMPT</b>	Min. Pay Rate	<b>\$17.25/hr</b>	Max. Pay Rate:	<b>\$23.00/hr</b>

### Summary:

Under general supervision, the Junior Engineering Technician is responsible for assisting the Assistant County Engineer in the review of subdivision plats, plans, specifications, cost estimates for development and road projects, and related administrative tasks.

### Essential Functions:

1. Assists with data entry, data processing, data dissemination, and data management.
2. Assists with the entry and maintenance of project logs and project status tracking, and inventory lists.
3. Assists with the reception and distribution of incoming plats, construction plans, utility permits, and other engineering related documents.
4. Assists with the inspection of the construction of subdivisions, roads, and site development projects.
5. Assists with the review and preparation of engineering plans.
6. Assists with the review of subdivision plats.
7. Assists with the research and determination of right-of-way areas.
8. Assists with the review of floodplain development permit packages.
9. Assists with the review of proposed construction designs for conformity with Federal, State, County regulations and specifications.
10. Assists with the preparation of maps and charts for public presentations and meetings.
11. Assists with electronic and physical record keeping, file management, and requests for information.
12. Performs related duties as required.

### Minimum Qualifications:

1. Highschool Diploma or equivalent.
2. Must have the aptitude and attitude for engineering work.
3. Experience with various computer applications (CAD, word processing, spreadsheets, GIS)
4. Must be professional, dependable, resourceful, and able to work independently.
5. Must have a valid Texas driver's license.

### Knowledge, Skills and Abilities:

1. Must have excellent spelling and grammar skills including business letter writing and basic report preparation.
2. Must have strong organizations skills and proven ability to maintain accurate, detailed records.
3. Ability to read and interpret engineering plans, specifications, and regulations.
4. Ability to make mathematical calculations, with a strong understanding of geometry.
5. Knowledge of computers and familiar with CAD software.
6. Skills in Geographic Information Systems (GIS) (preferred).
7. Ability to communicate with diverse groups of individuals utilizing tact and diplomacy.
8. Ability to establish and maintain effective working relationships with co-workers, County employees, other agencies and the general public.

### Physical Requirements:

1. Physical requirements include frequent lifting/carrying of 10-25 lbs.; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate computer keyboard. Subject to balancing, handling, walking and reaching to perform the essential functions.

### Working Conditions:

1. Working conditions are primarily inside; exposure to traffic, excessive dust, rough terrain, wet surfaces, overhead power lines, high noise areas, unfavorable fumes, vapors and odors.
2. Subject to being on-call during emergency weather conditions; may be required to work more than 40 hours during the work week.

Applications are available at the Road and Bridge Department, 775 Business 290, Hempstead, Texas or on the Waller County website at [www.co.waller.tx.us](http://www.co.waller.tx.us). Waller County is an equal opportunity employer and does not discriminate based on race, color, religion, age, sex or handicap.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Candidates whose disabilities make them unable to meet these requirements will still be considered qualified if they can perform the Essential Functions of the job with reasonable accommodation.*