

# KENDALL COUNTY HIGHWAY DEPARTMENT

## JOB DESCRIPTION

**Job Title:** Engineering Technician  
**Immediate Supervisor:** Assistant County Engineer  
**FLSA Status:** Non-Exempt  
**Bargaining Unit:** None  
**Revision Date:** February 9, 2024

Job Summary: Engineering Technicians will perform tasks related to the planning, design, and construction of highways and bridges, as well as asset management of roadway appurtenances such as, but not limited to, pavement markings, guardrail, lighting, traffic signals, and buried infrastructure.

Essential Duties and Responsibilities - *Specific tasks include, but are not limited to:*

- Road and bridge construction project management and documentation
- Inspect and perform tests on construction materials, e.g., concrete testing
- Construction layout
- Ability to read and understand construction plans and specifications
- Prepare road and bridge contracts and specifications
- Coordinate road and bridge construction projects with township highway commissioners
- Manage the J.U.L.I.E. system for Kendall County Highway Department
- Perform routine maintenance and troubleshooting for traffic signal components and other electrical appurtenances
- Maintain a clean work environment in Department buildings and county-owned equipment
- Perform any other duties as required or assigned

Education, Qualifications and License Requirements:

- Minimum of Associate of Science Degree, as well as good knowledge of the English language, spelling and grammar
- Familiarity with land surveying fundamentals or ability to obtain within 12 months
- Ability to speak effectively with supervisors, other employees, and the general public
- Understanding of documents such as SDS, equipment operating instructions, safety manuals & procedure manuals
- Knowledge of the materials, methods and practices used in highway and bridge construction
- Valid Illinois Driver's License

Physical Requirements:

- Must be able to frequently sit, stand, walk, bend, lift, reach and carry with hands and arms
- Must have ability to lift and carry up to 50 lbs.
- Must be able to use hands and fingers to handle, feel and operate equipment
- Operate motor vehicles to travel to and from meetings, training, conferences and assigned work duties
- Ability to work both indoor and outdoor work areas, and may be subjected to all weather elements
- Must be able to walk, climb and possibly run on uneven ground and rough terrain
- Must have ability to talk and hear in person and via use of telephone
- Specific vision requirements include close vision, distance vision and depth perception