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**ENGINEERING TECHNICIAN**

**SCOPE OF WORK:**

Work involves performing standardized and advanced engineering technical methods and procedures in the completion of projects meeting engineering specifications and state and/or federal policy.

**DUTIES PERFORMED AT ALL LEVELS:**

- Keep detailed records of daily activities.
- Receive and verify materials on construction projects.
- Determine if materials and quantities used meet specifications.
- Use Construction Automated Records System and other engineering related software.
- Conduct surveys, materials testing, and inspections on various construction related activities.
- Assist project engineers as assigned.

**NOTE:** The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

**ENGINEERING TECHNICIAN I**  
GRADE E

2001

**LEVEL DEFINITION:**

Work at this level involves performing a variety of basic technical duties in the completion of projects and programs according to engineering standards and policies under close supervision.

**ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:**

- Weigh trucks.
- Check haul sheets and contractor payrolls, tabulate basic quantities, plot cross sections, assist with project finals, record and plot information, update or gather data for files.

CLASS CODES:2001  
2002  
2003  
2004

ND Class Specification  
Engineering Technician

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- Performs other routine tasks related to engineering projects and programs and other duties as assigned.
- Receive training in engineering related software.
- Under direct supervision, receive training in more advanced engineering operations.

**MINIMUM QUALIFICATIONS:**

Requires successful completion of high school or GED and demonstrated knowledge of fundamental math concepts.

**ENGINEERING TECHNICIAN II**  
GRADE G

2002

**LEVEL DEFINITION:**

Work at this level involves performing higher level technical duties in the completion of projects and programs according to engineering standards and policies under general supervision.

**ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:**

- Perform inspection activities; complete daily diary, ensure work meets specifications, and measure and record quantities.
- Perform survey activities using up-to-date technology; keep survey notes and records; may assist with preliminary surveys.
- Perform materials testing in field or main lab; ensure materials are within specifications; record and maintain documentation.
- Calculate pay quantities and verify contractor records.
- Assist in completing final project records.
- May be assigned to manage construction projects under supervision.
- Perform other related engineering duties as assigned.

**MINIMUM QUALIFICATIONS:**

Requires two years' work experience related to the agency and position to be filled specified at the time of recruitment. College-level course work and/or degree in an engineering or related field reflecting the required abilities for the position may be substituted for the required work experience on a year-for-year basis.

**ENGINEERING TECHNICIAN III**

2003

GRADE H

LEVEL DEFINITION:

Work at this level involved performing complex technical duties in the completion of single projects and programs according to engineering standards and practices.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Perform more advanced surveys using advanced survey methods and techniques; may serve as survey crew chief.
- Perform preliminary surveys.
- Perform more advanced inspection activities; identify items not in compliance and make corrections.
- Sample and test variety of materials; oversee and assign work to lab assistant; assist with equipment calibration.
- Prepare project final reports.
- May supervise lower level technicians and temporary staff during summer construction season.
- May complete small design projects.
- May participate in bridge inspection crew.

MINIMUM QUALIFICATIONS:

Requires four years' work experience related to the agency and position to be filled specified at the time of recruitment. College-level course work and/or degree in an engineering or related field reflecting the required abilities for the position may be substituted for the required work experience on a year-for-year basis.

**ENGINEERING TECHNICIAN IV**

2004

GRADE J

LEVEL DEFINITION:

Work at this level involves performing complex technical duties in the completion of a large complex project or multiple single projects and programs according to engineering standards and policies.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Supervise and manage minor construction projects.
- Act as lead inspector; monitor work performed by others.

CLASS CODES:2001  
2002  
2003  
2004

ND Class Specification  
Engineering Technician

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- Perform labor compliance interviews.
- Oversee survey crew or multiple crews; may act as survey contact with contractors.
- Supervise project materials testing on large or multiple projects.
- Prepare project progress reports, estimates, and other necessary forms and documents.
- Approve minor plan changes.
- Train new technicians and temporary staff; provide direct supervision of staff assigned to project.
- Complete larger design projects.
- Prepare variety of maps, plans, and similar drawings.
- Perform drilling operations, secure samples, perform field tests, follow American Association of State Highway and Transportation Officials (ASHTO), American Society for Testing and Materials (ASTM) and agency test methods.
- Conduct statewide traffic counts, speed studies, and turning movements using high tech equipment; determine and prioritize placement of equipment.
- May lead bridge inspection team.

#### MINIMUM QUALIFICATIONS:

Requires six years' work experience related to the agency and position to be filled specified at the time of recruitment. College-level course work and/or degree in an engineering or related field reflecting the required abilities for the position may be substituted for the required work experience on a year-for-year basis.

Eff. Date: 10/89

Rev: 1/00 – Word processing conversion

Rev: 7/12 – Conversion to Hay System

Rev: 12/15 – Revised scope of work, level definitions, and minimum qualifications and included CL2001 Engineering Technician I level and changed grade level.