



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## ENGINEERING TECHNICAL ASSOCIATE

Job Number: 20001402

Job Code: 70360V230916

Job Group: 7000 - ENGINEERING AND GEOLOGICAL

Job Established: 06/16/1982

Job Revised: 09/16/2023

Grade: 15 Salary (MIN - MID):

\$22,976-\$34,464 - Hourly

\$3,733.60-\$5,600.40 - 37.5 Hr. Monthly Salary

\$3,982.52-\$5,973.76 - 40 Hr. Monthly Salary

Special Entrance Rate:

\$31.812 - Hourly

\$5,169.46 - 37.5 Hr. Monthly Salary

\$5,514.08 - 40 Hr. Monthly Salary

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Monitors, coordinates and performs the work of crews involved in regional or statewide engineering projects, surveillance, or maintenance activities. ; OR Manages professional architectural or engineering services involving specific engineering disciplines, requiring a specific project scope and building code standards for Capital Construction or Facilities Maintenance projects; and performs other duties as required. (Engineering decisions by positions of this class must be reviewed and approved by a KRS Chapter 322 Licensed Professional Engineer or a KRS Chapter 323 Licensed Professional Architect.)

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree whose curriculum is approved by the Kentucky Board of Engineers and Land Surveyors.

#### **EXPERIENCE, TRAINING, OR SKILLS:**

Four years of engineering related experience.

#### **Substitute EDUCATION for EXPERIENCE:**

Certification as an Engineer-In-Training (EIT) that is recognized by the Kentucky Board of Engineers and Land Surveyors will substitute for one year of the required experience.

#### **Substitute EXPERIENCE for EDUCATION:**

Four years of engineering and/or construction related experience will substitute for the required bachelor's degree.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises, coordinates, reviews, and, when required, inspects consultants or crews in the design and construction of regional or statewide engineering related projects. Observes and reports on the work of crews performing architectural or engineering services in a specific field of an engineering discipline requiring a smaller project scope, such as, mechanical, electrical, plumbing, architectural projects, roof repair and replacement projects; parking lot construction or renovation; minor building renovations; restroom renovations and upgrades; swimming pool renovations and upgrades; exterior repairs and restorations; minor structural modifications to repair a structural defect; demolition of existing buildings; minor building code compliance updates that are limited in nature; and small scale fit-ups of existing buildings. Manages projects to include duties such as writing the scope of work, hiring contractor (s), and overseeing the project completion. Develops and maintains project documentation. Assists in development of proposed plans and drawings. Meets with user agencies concerning questions or concerns about construction activity. Reviews and comments on environmental impact statements. Organizes and conducts project development meetings. Ensures or assists in obtaining consultants to ensure regulatory codes are met and seeks supervision from a licensed professional for review when code violations are discovered. Plans, oversees, evaluates, or monitors progress of project construction tasks, reviews certification of tests and inspections, scheduling, project cost estimates and revisions and related engineering duties. Provides critical project timeframes, plans, schedules, and coordinates project personnel or consultants in selecting materials, labor, and distribution of timelines. Determines maintenance schedules and cost estimates, or reviews and comments on cost estimates, cost proposal, and schedules. Plans and schedules, or works with consultants to plan and schedule field and laboratory test programs for compliance with various legal requirements for construction and related projects. Maintains project files and reviews/processes project documents. Attend meetings on safety, equal employment opportunity (EEO), and related topics. Reviews and prepares construction plans, technical reports, correspondence, forms, files, and field books. Acts as departmental liaison between contractors and/or other governmental agencies in investigating multilateral disputes or complaints or follows standards and guidelines to involve supervisors to resolve disputes. Develops, implements, and evaluates training plans for subordinate employees. Checks inspection or observes installation of all materials used on construction. Assists professional engineers and/or architects in preparing testimony before governmental bodies.

**UNIQUE PHYSICAL REQUIREMENTS:**

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in offices and outside on construction and maintenance projects. Work is performed around heavy construction equipment and in all kinds of weather conditions. Travels to construction sites frequently.

**ADDITIONAL REQUIREMENTS:**

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.*