



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

ENGINEERING TECHNICAL ASSOCIATE

Job Number: 20001402

Job Code: 70360V170516

Job Group: 7000 - ENGINEERING AND GEOLOGICAL

Job Established: 06/16/1982

Job Revised: 07/01/2018

Grade: 15	Salary (MIN - MID):	Special Entrance Rate:
	\$19,882-\$26,339 - Hourly	NONE
	\$3,230.84-\$4,280.10 - 37.5 Hr. Monthly Salary	NONE
	\$3,446.22-\$4,565.44 - 40 Hr. Monthly Salary	NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.pdf>.

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.*

Supervises and coordinates the work of crews involved in regional or statewide engineering projects, surveillance or maintenance activities. Performs work on engineering projects involved in regional or statewide engineering programs; and performs other duties as required. (Work in this job title is performed under the professional consultation of a Licensed Professional Engineer or Licensed Professional Architect.)

MINIMUM REQUIREMENTS:

EDUCATION:

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

EXPERIENCE, TRAINING, OR SKILLS:

Four years of engineering related experience, or requisite skills. The experience, training, or skills requirement cannot be met with only requisite skills.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Four years of engineering 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 inspects sub-professional crews in the design and construction of regional or statewide engineering related projects. Develops and maintains project documentation. Designs simple structures and makes minor alterations in proposed plans and drawings. Meets with property owners concerning questions or complaints about construction activity. Reviews and comments on environmental impact statements. Organizes and conducts project development meetings. Ensures regulatory codes are met. Plans, oversees and evaluates project construction tasks, certification of tests and inspections, scheduling, project cost estimates and revisions and related engineering related duties. Plans, schedules and coordinates project personnel in selecting materials, labor and distribution of time lines. Determines maintenance schedules and cost estimates. Plans and schedules field and laboratory test programs for compliance with various legal requirements for construction and related projects. Directs preparation of project files. Attend meetings on safety, EEO and related topics. Reviews and prepares construction plans, technical reports, correspondence, forms, files and field books. Acts as departmental liaison between contractor and/or other governmental agencies in investigating multilateral disputes or complaints. Develops, implements and evaluates training plans for subordinate employees. Checks inspection of all materials used on construction. Assists professional engineers in preparing testimony before governmental bodies.

UNIQUE PHYSICAL REQUIREMENTS:

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 appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title 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, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.