



## ***POSITION VACANCY ANNOUNCEMENT***

***Position:*** Engineering Technician I – Asset Manager (FT)

***Starting Salary:*** \$19.23 - \$20.19/hr

***Posting Date:*** January 29, 2024

***Department:*** Public Works

***FLSA Status:*** Non-Exempt

***Closing Date:*** Until Filled

### **Job Summary:**

This position is responsible for leading the County's asset management program. Responsibilities include creating and maintaining the inventory and assessment of all roads; signage; safety features such as traffic control devices, guardrail, and striping; and drainage structures such as cross drain pipes, culverts and bridges. Position will assist with work involved with the fabrication, installation, and maintenance of road and street signs, with layout of proposed road projects, coordinating and performing maintenance on flood control structures, and right of way acquisition and investigation.

### **Major Duties:**

- Maintain and update inventory of all County-owned roads, signage, safety features and drainage structures by uploading data into iWorQ program.
- Field collection of the locations, measurements, materials, etc., for County-owned assets.
- Field GIS all drainage structures to create a countywide roadway drainage system layer in County GIS database.
- Assessment and rating of road pavement conditions.
- Assessment and rating of County watershed dams.
- Assessment and rating of bridges.
- Assessment and rating of signs and signposts.
- Assessment and rating of drainage structure conditions.
- Assists with sign maintenance program, including sign fabrication.
- Assist road department crews with the setting up of work zone traffic controls in accordance with the Manual on Uniform Traffic Control Devices (MUTCD).
- Flag traffic when needed.
- Assist in utility locating and relocating.
- Assist with driveway and encroachment permitting.
- Assist with traffic counts (ADT) and set up equipment in field at specific roadway locations.
- Assist in gathering project specific information for Public Works projects.
- Assist with coordinating and performing various maintenance duties as it relates to the Public Works department.
- Assist the Public Works Director and/or Road Superintendent with the establishment and staking of county roadway centerlines, drainage structures, grade controls, and right of way limits for proposed road improvements.
- Performs general office duties, including answering phone, working with computer, and electronic filing.
- Performs other related duties as assigned.

### **Minimum Qualifications:**

- High school diploma or GED

Habersham County is an Equal Opportunity Employer.

- Ability to read, write, and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Knowledge of computer applications including Microsoft Office.
- Ability to understand construction plans and GDOT specifications.
- One year of experience in public works, road/bridge maintenance, and/or related field.
- Possession of a valid Driver's License. *Applicants must be able to obtain a CDL license within 1 year.*

The successful candidate must complete a Background/Reference Check, Pre-Employment Drug Screening.

**To Apply:** All applicants must complete a Habersham County employment application. Applications can be found online at [www.habershamga.com](http://www.habershamga.com). Applications and a detailed job description can be picked up at the Habersham County Human Resources Department, Administration Building located at 130 Jacob's Way, Clarkesville, GA 30523 in room 303. For more information please call (706) 839-0214.