

# Otsego County Road Commission

## EMPLOYMENT OPPORTUNITY OPERATIONS/ENGINEERING TECHNICIAN

The Otsego County Road Commission (OCRC) is seeking qualified applicants with a strong work ethic exceptional technical, analytical and project management skills for the position of Operations/Engineering Technician. This is a full-time, FLSA exempt, nonunion position. Under the direction of the Managing Director is responsible for organizing, bidding, and ordering maintenance materials. Prepares annual bids for contractual maintenance and oversees work performed. Collects survey information, draft plan sheets, and assist County Engineer in preparing specifications for construction projects. Oversees permit processing functions. Assist in development of road maintenance activities, construction projects, and short/long-term maintenance strategies for the Road Commission. Assist with preparing budgets for capital outlay, state, local and primary maintenance work. Works extensively with other government entities, contractors, utilities, and the general public to further Road Commission policy and maintenance strategies.

### WHAT WE OFFER

Working for the OCRC is more than just a job and a paycheck. OCRC employees are part of a team with a focused mission to serve the public and make a positive difference in Otsego County's transportation infrastructure. The OCRC offers stability, a quality professional work environment, and a comprehensive benefits package.

#### Benefits

- Employer paid medical and dental insurance
- Vision insurance offered with employee contribution
- Health Care Savings Program (1% pre-tax employee contribution, 5% employer contribution)
- MERS 457 retirement plan (up to 5% employer match with employee pre-tax contribution)
- 10 paid holidays
- Paid vacation (80 hrs first year)
- Paid sick leave (72 hrs per year as required by Michigan's Earned Sick Time Act)
- Personal leave (96 hrs per year)
- Employer paid short-term and long-term disability insurance
- Employer paid life insurance with option to add voluntary life.

#### Work Schedule

- Winter schedule: Monday through Friday, 6 a.m. to 2:30 p.m.
- Summer schedule: Monday through Thursday, 6 a.m. to 4:00 p.m.

#### Pay Range

- \$30.65 to \$35.58 per hour (FLSA overtime exempt, compensatory time eligible).

### HOW TO APPLY

1. Submit cover letter and resume via mail to: Otsego County Road Commission, P.O. Box 537, Gaylord, MI 49734-0537. Or return in person to: Otsego County Road Commission, 669 West McCoy Road, Gaylord, MI 49735 (During normal business hours 7:30 a.m to 4:00 p.m.). Or email to [jonest@ocrc-mi.org](mailto:jonest@ocrc-mi.org). Position open until filled.

# **OTSEGO COUNTY ROAD COMMISSION JOB DESCRIPTION**

## **OPERATIONS/ENGINEERING TECHNICIAN**

**SUPERVISED BY:** Managing Director

**SUPERVISES:** No supervisory responsibility

**FLSA STATUS:** Exempt

### **POSITION SUMMARY:**

Under the direction of the Managing Director is responsible for organizing, bidding, and ordering maintenance materials. Prepares annual bids for contractual maintenance and oversees work performed. Collects survey information, draft plan sheets, and assist County Engineer in preparing specifications for construction projects. Oversees permit processing functions. Assist in development of road maintenance activities, construction projects, and short/long-term maintenance strategies for the Road Commission. Assist with preparing budgets for capital outlay, state, local and primary maintenance work. Works extensively with other government entities, contractors, utilities, and the general public to further Road Commission policy and maintenance strategies.

### **ESSENTIAL JOB FUNCTIONS:**

An employee in this position may be called upon to do any of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Plan, coordinate, schedule contact maintenance projects, monitors work output to ensure compliance.
2. Assist County Engineer with construction project estimates and development of five-year plan, attend pre-construction meetings.
3. Act as State Trunkline Assistant Contract Administrator for the MDOT maintenance contract. Coordinates work with MDOT North Region Maintenance Coordinator. Establishes and manages subcontracts for the trunkline, as well as coordinating equipment and supplies.
4. Responsible for yearly road salt ordering (State and County). Prepares and receives annual bids for sand, aggregate, brine, pavement markings, HMA, and other materials utilized for road maintenance operations.
5. Maintains call log resolutions and compile year-end reports.
6. Reviews damage claims and assess liability made against the Road Commission. Collects injury reports, reviews property damage, data, and photos for these claims and submits to liability insurance carrier.
7. Assist with implementing safety training programs and keep Road Commission compliant with MIOSHA and OSHA standards regulations.

8. Assist with the Northeast Michigan Council of Governments (NEMCOG) in planning and organizing projects for federal aid dollars coordinating the preparation of state and federal grant funding requests.
9. Maintain and update road asset condition inventory assisting with annual PASER rating analysis.
10. Oversee, develop, and maintain certification maps (Act 51 maps). Make annual submissions to State of Michigan to comply with reporting requirements.
11. Utilizes various software and databases computer aided drafting and design, spreadsheets, word-processing, data input, data manipulation and database management systems.
12. Receives and processes all permitting applications administered by the Road Commission such as land divisions, public/private road name, driveway permits, working in the road right-of-way, special events, or special transportation needs and utilities.
13. Performs other duties as directed.

The duties stated here are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not to be construed as an exhaustive list of all duties and responsibilities which might be assigned to personnel so classified.

**ESSENTIAL JOB ELEMENTS AND PHYSICAL DEMANDS (ADA):**

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| Physical Mobility - | Ability to walk extended distances and climb stairs or ramps to access Road Commission and other work-related locations and facilities. |
| Vision and Sight -  | Ability to read instructions, directions, and similar written information in letters, memoranda, forms and other documents.             |
| Hearing/Speaking -  | Ability to converse orally to receive and communicate information to employees and the public.  |
| Agility/Movement -  | Ability to lift, push, pull, and manipulate tools, equipment, supplies, and other objects often weighing upwards to 60 pounds.          |

**DESIRABLE QUALIFICATIONS:**

An Associate's degree in Civil Engineering or Construction Technology, or a related field, plus experience in construction inspection/methods and maintenance, computer-aided drafting (CAD), land-surveying methods, traffic engineering or related field.

Ability to deal with the public courteously and effectively and work cooperatively with other employees and contractors.

Skill in the use of office equipment and technology, including Microsoft Suite applications, Roadsoft, CAD, maintenance management system software and other relevant software programs utilized in road construction/engineering operations.

Working knowledge of storm water, soil erosion and sedimentation control management practices.

**SPECIAL REQUIREMENTS:**

Michigan Vehicle Operator's License.

Construction Stormwater Operator and SESC Plan Review and Design Certification

**EMPLOYMENT STATUS:**

It is the policy of the Road Commission that all employees in this job classification are employed at the will of the Road Commission and may resign or be dismissed with or without cause or notice at any time during employment.