

Champaign County Job Description

Job Title: Proportioning Technician

Department: Highway

Reports To: County Engineer

FLSA Status: Non-exempt

Employment Status: Bargaining Unit - AFSCME General Unit

Prepared Date: April, 2004

SUMMARY Performs the proportioning, testing and inspection of materials used in the construction and maintenance of Champaign County highways and bridges.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Performs material proportioning for hot mix asphalt and p.c. concrete.

Performs materials testing.

Inspects field construction to ensure quality control.

Inspects and calibrates concrete, asphalt and aggregate plants.

Informs various governmental agencies of test results.

Performs on-call nuclear density.

Establishes work priorities.

Prepares daily reports on test results and related matters.

Repairs and calibrates testing equipment.

SUPERVISORY RESPONSIBILITIES This job has no supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE High school diploma or general education degree (GED); with an Associates (.A.A.) degree in Construction Technology desirable or equivalent combination of education and experience. Should have a thorough knowledge of testing specifications and modern testing procedures as required by the Illinois Department of Transportation. Should have skill in the application of calibration and other equipment.

LANGUAGE SKILLS Ability to read and interpret documents such as blueprints, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before contractors or employees of organization.

MATHEMATICAL SKILLS Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS Certification by the Illinois Department of Transportation.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit; stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk; or hear. The employee is occasionally required to climb or balance; and stoop; kneel; crouch; or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to moving mechanical parts; high, precarious places; and outside weather conditions. The noise level in the work environment is usually quiet to moderate.

Note: This job description contains wording of a general class of positions within the Champaign County salary administration program. The description contains examples of duties and responsibilities which may or may not be considered to be "essential functions" to a particular job or position within this job class. "Essential functions" are to be determined at the position or job level within each department.