

JOB DESCRIPTION

Job Title: **Ditch Inspector/Engineering Technician II**

Classification: Full time

Location: 1000 Pennington Avenue South, Thief River Falls

Work Hours: 8:00 a.m. to 4:30 p.m.

Salary: \$39,429 – 56,028

Accountability: Responsible to: Administrator  
Reports to: Administrator

General Function: Survey Crew, Yearly inspection of all legal drainage systems and coordinate maintenance as directed by Administrator.

Examples of Work: Construction inspection and staking  
Field surveys  
Extensive knowledge in maps and construction plans  
Stream gauging  
Operating watershed projects  
Data base management and analysis  
Assist in preparing engineer reports  
Water Quality sampling, analysis, and reporting  
Presentations of information to the public  
Assist Engineering Specialist with permit inspection

Sentence to Serve Program: Coordinate with STS supervisors and crew chiefs and provide drawings, maps, etc.

Ditch Inspection: Review yearly ditch inspection reports and inspect problem areas. Recommend corrective action to Administrator. Compile drawings, maps, quote forms for contractors. Meet with contractor to view and explain work, survey and inspection as necessary.

Essential Qualifications: Graduation from high school  
Considerable related work experience  
Some knowledge of construction materials and methods  
Skill in use of field, office, drafting, and laboratory equipment  
Ability to tolerate and work safely in a construction area

2022 Job Description

Ability to direct moderately difficult construction area  
Working knowledge of computers and programming  
Working knowledge of simple engineering practices & GPS survey equipment  
Ability to work well with the public  
Ability to lift upwards of 50 pounds  
Valid Minnesota Drivers License

Desirable Qualifications: Graduation from a two-year technical college or 2 years' experience  
GPS surveying and construction experience.

May 9, 1991  
Revised May 1993  
Revised July 1996  
Revised December 23, 1996  
Revised August 9, 2012  
Revised July 23, 2020  
Revised May 12, 2022