

# Civil Engineering Technician Job Description

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## **Duties and Responsibilities:**

- Testing materials that will be used in constructions in materials laboratory
- Meet with government officials to ensure that proposed construction(s) meet with minimum requirements
- Supervise projects in order to ensure compliance with plan
- Prepare budgets for proposed project(s)
- Report to civil engineers on the progress of a project
- Survey a project site in order to be sure of the site's capacity to house the project
- Ensuring that best materials are purchased at the best prices
- Preparing timelines for the supply of materials, human resource, etc. needed for a project
- Collaborating with the supervising civil engineer(s) to consider and decide to what extent plan(s) may be deviated from
- Reporting challenges encountered in replicating plans on site to supervising civil engineers
- Perform other duties as may be required by accredited civil engineers.

## **Civil Engineering Technician Requirements – Skills, Knowledge, and Abilities**

- A minimum qualification in engineering/civil construction from a technical school
- Experience as a drafter may come in handy as a supplement to a qualification or an alternative to a qualification from a technical school
- The ability to work effectively under pressure
- The ability to solve problems
- The ability to follow minimum safety requirements

- A good grasp of mathematics, as well as the sciences, such as calculus, geometry, chemistry is needed in order to correctly design and replicate their project
- A good listening skill
- Problem-solving skill
- Ability to communicate effectively orally, in writing, and via electronic mediums
- Ability to read and understand written instructions, which can be in the form of graphical plan of a proposed utility project i.e. a profile, mathematical calculations, or words
- Ability to provide detailed yet concise written report
- An appropriate certification from government approving body
- Proficiency in software such as AutoCAD, Microsoft Excel, and Microsoft Word is important
- Ability to take note of fine details and not to leave any stone unturned
- Strong ability to work with others
- Conflict resolution skill, especially when conflicts arise among construction workers.