



GEAUGA COUNTY BOARD OF COMMISSIONERS

James W. Dvorak Timothy C. Lennon Ralph Spidalieri

12611 Ravenwood Drive • Suite #350 • Chardon, Ohio 44024

JOB OPPORTUNITY #2304 POST FROM Friday, February 10, 2023 until Filled

Position: **Engineering Technician**
Department: Water Resources
Job Code: 2304
Compensation: \$25.78/Hr. Union Position

Definition: Under general supervision performs a variety of engineering support functions including computer mapping (GIS), drafting and inspection; Assists the engineering staff with department facility, water and sewer projects and programs; Performs related duties as required.

Typical Examples of Duties & Percentage of Time:

- 60% - 70% Assists with the preparation of plans and specifications for water and wastewater plant improvements; Checks proposed subdivision plats and plans of construction to assure conformance with regulations and sound engineering criteria; Prepares &/or reviews drawings, profiles, cross-sections, and other graphic representations for design of sewage treatment facilities, sanitary sewer systems, engineering reports and as-built drawings; Performs calculations for determining cut and fill requirements, material needs, cost estimates, and other components of planning and design; Reviews pay requests and change order requests for various projects; Maintains department mapping of the sewer and water systems; Coordinates mapping with County GIS system; Creates and maintains geographic and tabular data bases using scanners and plotters; Obtains field and plan data for maintaining mapping; Learns and implements new computer applications and applies to work assignments; Prepares clear and accurate maps and graphics rapidly on short notice
- 10%-15% Maintains office records and files surveys, plats, construction drawings, and other engineering documents; Makes prints of plans, drawings, specifications and other documentation; Researches deeds and files easements
- 10%-15% Inspects water and sanitary sewer installations, facilities and projects. Reviews and indexes construction blueprints; Records Quantities; Discusses discrepancies with construction personnel; Reports problems; Takes corrective action; Ensures compliance with specifications, regulations, codes and other requirements.
- 0% - 10% Participates as a member of a surveying crew; Locates utilities; Stakes utility locations; Performs general clerical functions; answers phones, etc.; Orders supplies and materials for the Engineering section and other functions as directed.

Knowledge, Skills and Abilities:

Knowledge of (1) Symbols and terminology using in civil, architectural or electronic engineering drawings; (2) GIS software, such as ArcView, ArcEdit, and ArcInfo; (3) Digitizing and data manipulation procedures for geographic information systems; (4) *water and wastewater plants; (5) basic construction practices; (6) *departmental policies and procedures;

Skill in (7) Utilizing geographic information systems, computer aided design and drafting systems; (8) Reading blueprints, inspection sketches, and construction records; (9) the use of modern computer software programs (to combine Word and spreadsheets). (10) Drafting techniques and engineering principles related to design.

Ability to: (11) Prepare and interpret maps and engineering drawings; (12) Communicate orally and in writing with others; (13) Prepare and maintain accurate reports and records; (14) Perform arithmetic calculations; (15) Operate office equipment; (16) Maintain a variety of records; (17) Complete safety training as required by federal, state and local standards; (18) calculate percentages and decimals.

* Developed after employment

Suggested Training and Experience Requirements

Two year technical degree in Engineering, Surveying, Computer Aided graphics and mapping or related field or any combination of education and experience that provides the requisite knowledge, skills and abilities for this job. Position requires a valid Ohio driver's license.

Please send resume and application to Geauga County Commissioners, 12611 Ravenwood Drive, Suite #350, Chardon, OH 44024 Attention: HR Administrator #2304. Details at <https://bocc.geauga.oh.gov/public-notifications/job-opportunities>.