



GEAUGA COUNTY BOARD OF COMMISSIONERS

James W. Dvorak Timothy C. Lennon Ralph Spidalieri

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

JOB OPPORTUNITY#2305

Posted from Friday, March 8, 2024 until filled

Position: Design Engineer
Department: Water Resources
Job Code: 2305
Grade: WR8 (technical, non-union, non-exempt)

Definition: Under general supervision of Assistant Sanitary Engineer, Sanitary Engineer, or Director, performs a variety of engineering functions in connection with planning, designing and overseeing construction of sanitary and water plants and systems; Project management, subdivision approval and management and engineering design; Coordinates the work of technical staff engaged in the drafting of plans and other engineering documents; coordinates the work of staff for OUPS staking and construction inspections; Performs related duties as required.

Typical Examples of Duties & Percentage of Time:

- 30-45%** Performs engineering tasks for planned sanitary sewer and water systems; Prepares engineering designs for sanitary sewer and water system projects as assigned; Prepares permits and blueprints; Applies standard practices and techniques in specific situations; Prepares project estimates and contract documents; Prepares a variety of other reports, permits and documents; Prepares EPA applications; Inspects projects; Coordinates the inspection and testing of projects with developers, contractors and inspectors; Conducts surveying work in the field as needed.
- 20-35%** Serves a key technical role on team; Coordinates the work of technical staff; Plan and coordinate the field work of technical team; Oversees the work of inspectors; Monitors schedules and project controls; Collects and organizes planning and development policies for sewer and water services in the county; Assists in developing long-range plans and priorities for systems' needs; Reviews plans and specifications submitted from consultants; Reviews shop drawings and contractor pay requests;
- 30-40%** Manages construction and improvement projects (Public and Private) through completion of field surveys and plan preparation, specifications and cost estimates for design and construction; Conducts pre-construction meetings; Coordinates work between engineers, contractors, consultants and others; Develops funding feasibility alternatives as required; Prepares materials to support project applications for construction loans and grants from other levels of government; Travels to sites; Coordinates the inspection and testing of projects with developers, contractors and inspectors.

Knowledge, Skills and Abilities:

Knowledge of (1) engineering principles, methods and practices applicable in the sanitary engineering field, (2) research methods, procedures and techniques, (3) effective supervisory techniques.

Skill in (4) the use of modern computer software programs and data management, primarily GIS and possibly CAD software, and assisting the IT Manager with GIS.

Ability to (5) balance multiple assignments simultaneously to complete projects on time and on budget, (6) collect and analyze data, (7) maintain records and prepare plans and specifications, (8) prepare cost estimates, (9) plan and coordinate the field work of subordinates, (10) establish and maintain effective working relationships with co-workers, contractors and the general public, (11) prepare meaningful, concise and accurate reports.

Suggested Training and Experience Requirements:

Bachelor's Degree in Civil Engineering from accredited university with an Engineer Intern Certificate issued by the State of Ohio and a minimum of 2 years experience in the field; Or any combination of education and experience that provides the requisite knowledge, skills, and abilities for the job. Experience in the design and construction of sanitary wastewater treatment and pump stations is preferred. Position requires a valid State of Ohio driver's license and acceptable driving record.

Additional Requirements:

Must pass (test negative) pre-employment drug test

May work flexible schedule.

Must possess valid Ohio Drivers license and maintain acceptable driving record.

May drive personal vehicle on county business.

Is subject to inside and outside environmental conditions.

Require vision (which may be corrected) to read small print.

Requires very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching or crawling, and lifting, carrying, pushing or pulling objects and materials. May involve prolonged standing.

Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with job-related objects, materials, tasks or people.

Please send resume and application to Geauga County Commissioners, 12611 Ravenwood Drive, Suite #350, Chardon, OH 44024 Attention: HR Administrator#2305. Details at:

<https://bocc.geauga.oh.gov/public-notifications/job-opportunities>