



# GEAUGA COUNTY BOARD OF COMMISSIONERS

James W. Dvorak Timothy C. Lennon Ralph Spidalieri

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470 Center Street, Building 4 • 12611 Ravenwood Drive, Suite #350 • Chardon, Ohio 44024

***JOB OPPORTUNITY #2304***  
***Posted from Friday, April 5, 2024 until filled***

**Position:** **Engineering Technician**  
**Department:** Water Resources  
**Compensation:** \$27.06/Hr. UNION  
**Job Code:** 2304

**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; 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; be familiar with (2) GIS software, such as ArcView, ArcEdit, and ArcInfo, and AutoCAD;

(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) Assist in preparing and interpreting 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.

### *Additional Requirements:*

Must pass (test negative) pre-employment drug test.

Must hold and maintain a valid Ohio driver's license with acceptable driving record.

May work flexible schedule based on needs of agency.

Is subject to inside and outside environmental conditions.

Specific vision abilities required by this job include close vision, and ability to adjust focus.

Requires moderate but not constant physical effort, typically involving some combination of climbing and balancing, prolonged standing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing or pulling objects and materials.

The employee must occasionally lift and/or move up to 50 pounds.

Requires the ability to work under conditions where exposure to environmental factors poses a moderate risk of minor injury or illness.

Requires the ability to recognize and identify harmonious or contrasting combinations of colors, shapes, sounds, forms, tastes, odors or textures associated with job-related objects, materials or ingredients.

Requires the ability to coordinate hands, eyes, feet and limbs in performing semi-skilled movements such as data entry and operation of a computer keyboard, telephone and calculator.

Please submit Application and resume to Geauga County Commissioners, 12611 Ravenwood Dr. Suite 350, Chardon, OH 44024 Attn: HR Administrator#2304 OR [boccjobs@Gauga.oh.gov](mailto:boccjobs@Gauga.oh.gov). Application at: <https://bocc.geauga.oh.gov/public-notifications/job-opportunities>