



SANDUSKY COUNTY ENGINEER
2500 West State Street, Fremont, Ohio 43420
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Carlos A. Baez Sr., P.E., P.S.

November 2024

***** NOW HIRING *****

The Sandusky County Engineer is NOW HIRING a full-time Civil Engineer and/or Deputy Engineer.

These positions have an hourly range of \$28.00/hr - \$50.00/hr (depending on experience and P.E., P.S. licensure) and receive paid sick and vacation days. Other benefits include outstanding health insurance, 11 paid holidays, personal days, longevity pay and being a member of the Ohio Public Employees Retirement System.

Examples of acceptable qualifications are:

Civil Engineer - Completion of undergraduate degree in civil engineering with related knowledge of codes and standards plus two years' experience in civil engineering or equivalent. Able to obtain licensure within twelve months of hiring (E.I.T. or P.E.).

Deputy Engineer - Completion of undergraduate degree in civil engineering with related knowledge of codes and standards plus five years' experience in Civil Engineering or related field. Registration as a Professional Engineer in the State of Ohio, or ability to obtain within one year and the desire to obtain registration as a Professional Surveyor preferred.

A typical workday includes, but is not limited to:

- ✓ Developing road, bridge, drainage, and safety improvement plans.
- ✓ Drafting and designing projects with AutoCad, Civil 3D, G.I.S. and other engineering software.
- ✓ Answering questions and providing assistance to the general public, coworkers, and contractors.
- ✓ Administrating oversize/overweight, right-of-way, driveway and drainage permits.
- ✓ Receiving comments from property owners and initiating corrective actions.

Interested parties are encouraged to review our job description and fill out an application today! <https://sanduskycountyoh.gov/index.php?page=links>

Deadline for Application: December 13, 2024 or until filled
Sandusky County is an Equal Opportunity Employer

SANDUSKY COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

Agency: County Engineer	Unit: Engineering
Name:	Position Title:
Class Title: Civil Engineer	Class Number:
Dept./Div.: County Engineer	Civil Service Status: Classified
Reports To: County Engineer	Employment Status: Full-time
Pay: Annual per County Engineer	FLSA Status: Non-Exempt

QUALIFICATIONS: An example of acceptable qualifications:

Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed below. An example of an acceptable qualification for this position is: Completion of undergraduate degree in civil engineering with related knowledge of codes and standards plus two years' experience in civil engineering or equivalent. Able to obtain licensure within twelve months of hiring (E.I.T. or P.E.)

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio driver's license with acceptable driving record.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all-inclusive.

Pick-up trucks, mowers, snow plows, power tools, light-medium equipment

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS: For purposes of ORC 4167.

The employee is exposed to, must negotiate, use or work with, or be in the vicinity of, construction equipment, general office equipment, noise, lighting, eye strain, ergonomics, electrical hazards, trip hazards, exits, stairways, ramps, shelving, portable fire extinguishers and the general public, including emotionally distraught individuals, will travel and gain access to work site.

Periodic - Exposure to hazardous chemicals, severe weather, dust, electrical hazards

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The Essential Functions of the position identified on subsequent pages are for purposes of 42 USC 12101. My signature below signifies that I have reviewed and understand the contents of my position description and I can perform all the essential functions of this position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

(Employee Printed Name)

SANDUSKY COUNTY

CLASSIFICATION SPECIFICATION

An Equal Opportunity Employer

Agency:	County Engineer	Unit:	Engineering
Name:		Position Title:	
Class Title:	Civil Engineer	Class Number:	
Supervisor's Title:	County Engineer	Number:	

JOB DESCRIPTION AND WORKER CHARACTERISTICS:
JOB DUTIES: In order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: (* indicates developed after employment)

- 35% (1) Plans highway, bridge, drainage and construction projects, e.g., delegates assignments, relates project priorities, coordinates collection of field data, etc.
- (1) Knowledge of: (a); (b); (c); (d); (e); (f); (g); (i); (j);
Skill in: (o); (p); (s);
Ability to: (t); (u); (v); (x)
- 30% (2) Develops engineering plans, construction plans, performs construction layout and investigates construction projects to ensure adherence to plans and specifications; reviews and modifies designs prepared by others. Identifies, surveys, plots and designs drainage improvements; assist the public with drainage matters; maintain records of drainage projects; coordinate construction and maintenance with road superintendent; processes petition ditch projects include public interviews, design and assessment preparation and conducting public hearings.
- (2) Knowledge of: (a); (b); (c); (d); (e); (f); (g); (i); (j);
Skill in: (o); (p); (r); (s);
Ability to: (t); (u); (v); (x)
- 20% (3) Administer permits (e.g. overload, right-of-way, driveways and drainage); writes legal descriptions for easements; coordinates projects with utility companies.
- (3) Knowledge of: (d); (e); (f); (g); (h); (i); (j);
Skill in: (s);
Ability to: (t); (v); (x)
- 5% (4) Oversees computer operations. Maintains inventory of computer hardware and software; sets up and maintains computer network systems; installs and maintains operating systems hardware and software; inspects and maintains virus protection on all computers; performs updates of all software and operating systems for all users; troubleshoots and resolves operating problems.
- (4) Knowledge of: (b); (e); (k); (l); (m); (n);
Skill in: (o); (p); (q); (r);
Ability to: (t); (u); (v); (w); (x)

SANDUSKY COUNTY

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Agency:	County Engineer	Unit:	Engineering
Name:		Position Title:	
Class Title:	Civil Engineer	Class Number:	

5% (5) Inspects road, bridge and drainage conditions, determines need for repair. and/or maintenance; prepare reports and recommendations of findings.

(5) Knowledge of: (a); (b); (c); (d); (f); (g); (i);
Skill in: (s);
Ability to: (t); (v); (x)

5% (6) Answers questions and provides assistance to department heads, contractors, county officials and general public; receives complaints; analyzes problems and initiates corrective action.

(6) Knowledge of: (a); (b); (c); (d); (e); (f); (g); (i); (j);
Skill in: (s);
Ability to: (t); (v); (x)

OTHER DUTIES AND RESPONSIBILITIES:

Performs other related duties as required; required to perform job duties in a reasonable, productive, efficient, and economical method.

MINIMUM ACCEPTABLE CHARACTERISTICS:

Knowledge of: (a) principles and practices of civil engineering; (b) drafting/design techniques and procedures; (c) surveying methods, principles and practices; (d) agency policies and procedures; (e) agency goals and objectives; (f) bridge and highway construction techniques and procedures; (g) state and federal bridge design regulations; (h) safety practices and procedures; (i) construction standards and methods; (j) codes, regulations and standards governing public works projects; (k) various computer software and hardware; (l) computer science; • (m) computer data security; (n) computer software and hardware purchasing.

Skill in: (o) computer aided design and G.I.S.; (p) computer operation; (q) troubleshooting computer system analysis; (r) electronics; (s) motor vehicle operation.

Ability to: (t) communicate effectively both orally and written; (u) collect, analyze and interpret data; (v) identify existing or potential problems and formulate corrective measures; (w) train or instruct others; (x) develop and maintain effective work relationships with associates, other professionals and the general public.

POSITION DESCRIPTION
SANDUSKY COUNTY ENGINEER

An equal Opportunity Employer

TITLE: Deputy Engineer

CODE:

REPORTS TO: County Engineer

JOB RESPONSIBILITIES: Under administrative direction of the Engineer, directs and administers the design and support activities of the Engineer's office; assists with the development and design of road and bridge construction plans; supervises the drafting, surveying and civil engineering functions, performs other related duties as required.

QUALIFICATIONS: Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed below. An example of an acceptable qualification for this position is: Completion of secondary education plus registered professional engineer in the State of Ohio, five (5) years' experience in an engineering operation, or equivalent combinations of training and/or experience. Must possess a valid Ohio driver's license.

ESSENTIAL FUNCTIONS OF THE POSITION

ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification)

30% (1) Directs and administers the design and support activities of the Engineer's office; supervises assigned personnel; develops, enforces and implements policy and procedures; delegates tasks and responsibilities; reviews and evaluates performance; recommends pay increases, discipline and commendations; receives and responds to employee complaints and/or grievances.

Knowledge of: (a), (b), (c), (d), (e), (f).

Ability to: (g), (h), (i).

30% (2) Assists with the development and design of road and bridge construction plans; reviews consultant plans and performs engineering calculations on all road and bridge plans and designs; assists consultant in arriving at viable designs (e.g. suggests types of materials, design consideration, etc.) designs road and/or structures; reviews contractor proposals and assures feasibility and compliance to specifications; acts as information source for plans for contractors.

Knowledge of: (a), (b), (c), (d), (e), (f), (j), (k), (l).

Ability to: (g), (h), (i), (m), (n).

30% (3) Assists with the development of procedures and time schedules for implementation and completion of projects, assists in site inspections, aids County Engineer in interpretation of plans, specifications, and policies, trains employees in inspection and construction techniques.

Knowledge of: (a), (b), (c), (d), (e), (f), (j), (k), (l), (o), (p).

Ability to: (g), (i), (j), (m), (n).

5% (4) May attend meetings with or on behalf of the Engineer as directed; (e.g., meets with government officials and general public to address questions, resolve problems, provide information, etc. Handles telephone inquiries and originate correspondence, acts as spokesperson for the Engineer in the absence of the County Engineer and Administrative Office.

Knowledge of: (a), (b), (c), (d), (e), (f), (j), (k), (l), (o), (p).

Ability to: (g), (h), (i), (m), (n).

5% (5) Administers permit procedures; for example, overload, right-of-way, driveway and drainage.

Knowledge of: (a), (d), (e), (f).

Ability to: (i).

MINIMUM ACCEPTABLE CHARACTERISTICS:

Knowledge of: (a) civil engineering, (b) drafting/design techniques and procedures, (c) surveying methods and practices, (d) management/supervisory practices, (e) agency policies and procedures, (f) agency goals and objectives, (j) bridge and highway construction techniques and procedures, (k) state and federal bridge design law rules and regulations, (l) safety practices and procedures, (o) blue print reading, (p) inspection procedures.

Ability to: g) understand the field of engineering, (h) establish a friendly atmosphere as supervisor of a large work unit, (i) communicate effectively both orally and written, (m) use geometry and trigonometry, (n) proofread technical materials, recognize errors and make corrections.

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Approval of Appointing Authority

Date

Employee Signature

Date

Employee Printed Name