

# SANDUSKY COUNTY

An Equal Opportunity Employer

## POSITION DESCRIPTION

**Agency:** Board of Commissioners      **Unit:** Engineering  
**Name:**      **Position Title:**  
**Class Title:** Engineer In Training      **Class Number:** 72112

**Dept./Div.:** Sanitary Engineering      **Civil Service Status:** Classified  
**Reports To:** Assistant Sanitary Engineer      **Employment Status:** Full-time  
**Pay:** Resolution      **FLSA Status:** Non-exempt

**QUALIFICATIONS:** An example of acceptable qualifications:

Bachelor's Degree in Engineering from an accredited college or university preferably in Civil Engineering with a background in Sanitary Engineering and must have extensive knowledge of Microsoft Office and Autodesk Autocad.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

Must possess a valid Ohio vehicle operator's license with an acceptable driving record, must possess an Ohio Engineer Intern License and must obtain an Ohio Professional Engineer's License within five (5) years from date of accepting position.

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

Computer, office equipment (copier, fax, phones, etc.), radio equipment, surveying equipment, and vehicles.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING**

**CONDITIONS:** For purposes of ORC 4167.

Occasional - Abusive and/or irate customers; Attends functions or performs duties outside normal working hours; Travel to work sites; and Exposure to confined spaces, construction hazards, dust and/or fumes, hazardous driving conditions, heavy equipment, hot and cold temperatures, life threatening situations, loud noise, potentially vicious animals, severe weather, and traffic.

Periodic - Exposure to electrical hazards, and irritating and/or hazardous chemicals.

Constant - Required to be on call.

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)

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<b>Supervisor's Title:</b>	Assistant Sanitary Engineer	<b>Number:</b>	72143

<b>Supervises:</b>	Lead Operator – 66900	Operator In Training – 66750
	Operator II – 66850	Maintenance Mechanic – 63121
	Operator I – 66800	Maintenance Technician – 72312

### JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES: In order of importance

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

40% (1) Establishes organizational goals and objectives; Communicates, implements and develops Rules and Regulations, policies and procedures; Supervises employees in the operation of the office; Schedules work assignments and maintenance work orders; Determines organizational training needs; Makes presentations and provides training and instruction as necessary; Assists in the safety programs in the Safety Manual along with training; Ensures safety standards, programs, procedures and policies are followed; Ensures standard safety procedures are followed when entering sewers and other confined spaces; Coordinates and assigns employees to work assignments, complaints and emergencies in a timely manner; Allocates equipment among employees and/or locations; Maintains inventory of parts, equipment, supplies, and materials; Establishes and implements record and document maintenance systems and procedures; Evaluates employee records for work completed along with the completed work; Authorizes requests for leave and approves extra hours worked and forwards appropriately; Authorizes payment of organizational payroll as applicable; Performs evaluation of employees under employee's supervision along with issuing verbal and written warnings; Hears and resolves employee grievances in a timely manner; Participates in employee interviews, selection and hiring process; Reviews and maintains time and material records along with calculating total costs; and Tracks employee hours and provides for documentation for invoicing.

(1) <b>Knowledge of:</b>	(h)*; (k)*; (l)*; (m)*; (o); (q); (t); (u); (v); (w); (x).
<b>Skill in:</b>	(b); (c); (h); (j); (k); (l).
<b>Ability to:</b>	(a); (c); (d); (e); (f); (i); (j); (k); (l); (m); (n); (o); (p); (q); (r); (s).

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30% (2) Reviews, drafts and prepares Rules and Regulations, Development Standards, Policies and Procedures, etc.; Countywide comprehensive planning; Evaluates data, determines project priority and recommends projects for improvements; Prepares and reviews plans, specifications, and contract documents as applicable; Performs project cost estimates, recommends assessment allocation and determines rate schedules as applicable; Prepares Ohio EPA Permit To Install and Grant / Loan applications; Reviews bids and quotes for improvements, equipment and repairs; Coordinates Developer and County Improvements along with construction inspection and testing; Reviews sewer and water tap requests along with determining connection charges; Inspects connections and provides record drawings for water and wastewater systems; Provides technical engineering reviews for water and wastewater systems as applicable; Provides facility and system information as requested; Collects information for OUPS locates along with performing field locating and/or marking; Drafts, prepares and reviews "as-built" drawings; Maintains all surveying equipment and recommends surveying equipment purchases; Prepares and files right of way conveyances with Recorder and Auditor's offices; Researches, prepares property descriptions, negotiates, and files utility easements as applicable; Coordinates special programs (i.e. video inspection, rehabilitation, Geographical Information System, etc.); and Conducts special studies (i.e. inflow and infiltration, flow and analysis, rate and cost analysis, etc.).

(2) **Knowledge of:** (b); (c); (d); (e); (f); (g); (h)\*; (k)\*; (n); (q); (s); (t); (u); (v); (w); (x).  
**Skill in:** (b); (c); (d); (e); (f); (h); (j); (k).  
**Ability to:** (a); (b); (c); (d); (f); (i); (j); (k); (l); (n); (o); (p); (q); (r); (s); (t); (u).

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20% (3) Greets and screens persons via both phone calls and entry into the office; Issues permits and determines applicable fees and charges; Ensures billing, collection and accounting practices are completed as required; Assesses delinquent utility accounts to property tax; Annual data compilation of office statistics; Formulates, reviews and interprets handbooks, plans, Rules and Regulations, goals and objectives, etc.; Maintains files (billing, invoices, receipts, reports, permits, improvements, etc.) as applicable; Assists in the operation, maintenance, and reparations of the wastewater and water systems; Evaluates data for permit compliance and recommends changes in procedures; Receives and responds to calls for emergency assistance at all times and often in hazardous weather conditions; Directs implementation of emergency plans, identifies maintenance needs and recommends field projects; Performs emergency operation, maintenance and repairs of facilities to ensure operational status; Operates and maintains the data acquisition systems (main and remote terminals); Checks pump cycles at stations along with calculating pumping rates; Coordinates special programs (i.e. cross connection control, backflow prevention, leak audits, etc.); and Determines needs and identifies recommendations for repair and/or maintenance.

(3) **Knowledge of:** (a); (h)\*; (i); (n); (p); (q); (r); (t); (u); (v); (w).  
**Skill in:** (b); (c); (f); (g); (h); (j); (k); (m).  
**Ability to:** (a); (b); (c); (d); (f); (g); (i); (j); (k); (l); (n); (o); (r); (s); (t).

### OTHER DUTIES AND RESPONSIBILITIES: (\* indicates developed after employment)

10% (4) Answers questions and provides general information to the public; Investigates customer inquiries and attempts to resolve complaints; Prepares correspondence and maintains records for filing; Maintains record of work completed; Data entry and prepares reports; Purchases parts, equipment, supplies, and materials; Provides field inspection and/or representation for the office; Attends meetings and seminars as necessary; Assists in completion of special projects or assignments; Prepares and plans for emergency conditions; Notifies supervisor of emergency situations; and Performs other duties as assigned.

(4) **Knowledge of:** (d); (h)\*; (k)\*; (m)\*; (o).  
**Skill in:** (b); (c); (f); (j).  
**Ability to:** (a); (b); (c); (d); (e); (f); (h); (j); (k); (l); (n); (p); (q); (r); (s); (t).

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### **MINIMUM ACCEPTABLE CHARACTERISTICS:** (\* indicates developed after employment)

**Knowledge of:** (a) Accounting procedures and budgetary process; (b) Certification/license requirements; (c) Civil engineering; (d) Construction procedures and inspection techniques; (e) Drafting techniques; (f) Government grant programs; (g) Land use planning; (h) Office rules and regulations\*; (i) Operation and maintenance of water and wastewater systems; (j) Operation of laboratory equipment along with lab procedures; (k) Organizational policies and procedures\*; (l) Payroll policies and procedures\*; (m) Personnel policies and procedures\*; (n) Records preparation and management; (o) Safety standards, practices and procedures; (p) Statistics; (q) Supervision and management principles; (r) Utility billing procedures; (s) Visits construction site and ensures compliance with construction plans and specifications; (t) Wastewater collection principles and practices; (u) Wastewater EPA treatment regulations; (v) Water distribution systems principles and practices; (w) Water EPA treatment regulations; (x) Water Supply and Sewer Districts (ORC 6103, 6117 & 6119).

**Skill in:** (a) Chemistry; (b) Computer operation; (c) Data entry; (d) Drafting; (e) Engineering practices; (f) Motor vehicle operation; (g) Operation of motorized equipment; (h) Operation of office equipment; (i) Operation and utilization of laboratory equipment and instruments; (j) Public Relations; (k) Radio Operation; (l) Typing; (m) Utilize hand tools.

**Ability to:** (a) Accurately record data and prepare routine correspondence; (b) Answer routine telephone inquiries; (c) Arrange items numerically or alphabetically; (d) Apply principles to solve practical, everyday situations; (e) Attend work regularly and predictably; (f) Define problems, collect data, establish facts and draw valid conclusions; (g) Demonstrate manual dexterity and ability to lift up to sixty (60) pounds; (h) Develop and maintain effective working relationships; (i) Diagnose malfunctions and determine proper method of repair; (j) Exercise sound judgment and communicate effectively through speech and writing; (k) Interpret and follow a variety of instruction in written, oral, picture and schedule form; (l) Interpret extensive variety of technical material in books, journals and manuals; (m) Maintain information of confidential nature; (n) Maintain accurate documentation and records according to established procedures; (o) Plan and coordinate work of others; (p) Prepare and deliver speeches and presentations; (q) Prepare maps, charts, graphs, plans, reports, instructions and procedures; (r) Recognize unusual or threatening conditions and take appropriate actions; (s) Resolve complaints; (t) Travel to work sites; (u) Use higher mathematics.