

SANDUSKY COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

Agency: Board of Commissioners
Department: Sanitary Engineers

Position: Engineer In Training (E.I.T.)
Unit: Engineering

ADMINISTRATION

Knowledge of personnel policies and procedures; Establishes organizational goals and objectives; Determines organizational training needs; Knowledge of Organizational policies and procedures; 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; Represents the office for Safety and Personnel related meetings; Knowledge of Safety Standards, practices and procedures; 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; Makes presentations and provides training along with instruction as necessary; Knowledge of supervision and management principles; Supervises, plans and coordinates employees in the operation of the office; Maintain information of confidential nature; Plan and coordinate work of third parties (contractors, consultants, etc.); Schedules work assignments and/or maintenance work orders; Coordinates and assigns employees to work assignments, complaints and emergencies in a timely manner; Reviews and maintains time and material records along with calculating total costs; Allocates equipment among employees and/or locations; Maintains inventory of parts, equipment, supplies, and materials; Establishes and implements records on documentation of operational procedures and maintenance systems; 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; Knowledge of budgetary processes and procedures; and Serves as confidential aide to the Department Head.

FINANCIAL

Knowledge of Office Rules & Regulations; Develops and implements Rules and Regulations, policies and procedures; Communicates Rules and Regulations, policies and procedures; Greets and screens persons via both phone calls and entry into the office; Issues permits and determines applicable fees and charges; Knowledge of utility billing procedures; Annual data compilation of office statistics; Formulates, reviews and interprets handbooks, plans, Rules and Regulations, goals and objectives, etc.; Tracks and documents employee hours along with material and/or other services for invoicing; Maintains files (billing, invoices, receipts, reports, permits, improvements, etc.) as applicable; General understanding of the Purchase Order System; Understanding of payroll policies of procedures; and Prepares and reviews resolutions for approval.

SANDUSKY COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

Agency: Board of Commissioners
Department: Sanitary Engineers

Position: Engineer In Training (E.I.T.)
Unit: Engineering

OPERATION & MAINTENANCE

Knowledge of Wastewater collection principles and practices; Knowledge of Wastewater EPA treatment regulations; Knowledge of Water distribution principles and practices; Knowledge of Water EPA treatment regulations; 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; Notifies OUPS of excavation items; 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.); Inspects connections and provides record drawings for water and wastewater systems; Acts as a County representative for construction of Developer and County Improvements along with testing; Collects information for OUPS locates along with performing field locating and/or marking; Ability to diagnose malfunctions and determine proper method of repair; and Determines needs and identifies recommendations for repair and/or maintenance.

OTHER DUTIES AND RESPONSIBILITIES

Attend work regularly and predictably; General understanding of the Sandusky County Personnel Policy & Procedure Manual; General understanding of the Sandusky County Sanitary Engineers policies and procedures; Develop and maintain effective working relationships with other employees; Interpret and follow a variety of instructions in written, oral, picture and schedule form; Interpret extensive variety of technical material in books, journals and manuals; Apply principles to solve practical, everyday situations; Define problems, collect data, establish facts and draw valid conclusions; Answers questions and provides general information to the public; Ability to handle abusive and/or irate customers; Recognize unusual or threatening conditions and take appropriate actions; Investigates customer inquiries and attempts to resolve complaints; Prepares correspondence and maintains accurate records for filing; Exercise sound judgement and communicate effectively through speech and writing; Maintains record of work completed; Submits leave requests and timesheets in accordance with established policy; Ability to operate a computer at a minimum of e-mail utilization; Perform data entry along with preparation of various reports; Ability to arrange items alphabetically or numerically; Maintain accurate documentation and records according to established procedures; Purchases parts, equipment, supplies, and materials; Provides field inspection and/or representation for the office; Attends meetings and training seminars as necessary; Keeps vehicle in clean and organized manner during employees utilization; Performs general housekeeping of the employees area (desks, lunch area, etc.); Assists in completion of special projects or assignments; Prepares and plans for emergency conditions; Notifies supervisor of emergency situations; Participates in Personnel Evaluations to improve performance and strengthen employee/supervisor relationships; and Performs other duties as assigned to ensure an efficient and effective office.