



# **SANDUSKY COUNTY ENGINEER**

Carlos A. Baez Sr., P.E., P.S.

2500 West State Street, Fremont, Ohio 43420

Phone (419) 334-9731 Fax (419) 334-9733

www.sanduskycountyengineers.com

*October 2022*

## **\*\*\* NOW HIRING \*\*\***

The Sandusky County Engineer is NOW HIRING a fulltime Civil Engineer.

This position has an hourly range of \$28.00/hr - \$38.50/hr (depending on experience and licensure) and receives paid sick, and vacation days. Other benefits include outstanding health insurance, 11 paid holidays and being a member of the Ohio Public Employees Retirement System.

*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.  
PE License not required but recommended.*

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>**

Don't have experience in an item listed under the job description?  
*Let's talk about it!*

Deadline for Application: December 9, 2022 or until filled  
Sandusky County is an Equal Opportunity Employer

# SANDUSKY COUNTY

An Equal Opportunity Employer

## POSITION DESCRIPTION

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

**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

<b>Agency:</b>	County Engineer	<b>Unit:</b>	Engineering
<b>Name:</b>		<b>Position Title:</b>	
<b>Class Title:</b>	Civil Engineer	<b>Class Number:</b>	
<b>Supervisor's Title:</b>	County Engineer	<b>Number:</b>	

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**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)

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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.