

# WOOD COUNTY ENGINEER'S OFFICE

## POSITION DESCRIPTION

**Class Title:** Engineer 1

**Department:** Bridge/Road

**Class Code:** 17-2053

**Status:** Classified; Non-Exempt

**Salary:** \$23.80/hr. minimum

**Grade:** 6

### Job Description

Under direct supervision of the Bridge and Roadway Project Managers to perform engineering duties in the planning, designing, computer aided drafting and overseeing of the construction and maintenance of bridges, roads and culverts. This is an entry level position.

#### Examples of Duties:

**The following duties are illustrative only. An employee may perform some or all of these duties or other job related duties as assigned.**

50% - Assists the Bridge Project Manager in design and review of bridge plans; performs design and construction inspection activities for bridge projects; performs design of driven pile foundations, superstructure components, hydraulic analysis and miscellaneous maintenance items; reviews design details and estimated quantities of materials for prepared construction plans.

Maintains current, comprehensive knowledge of new regulations. Performs bridge analysis and design computations; Performs computer aided drafting of bridge replacement and maintenance projects. Prepares contract bid documents including final plans, specifications, and cost estimates; Visits project sites to perform bridge inspections, verify existing conditions during design and provide construction support engineering; Performs bridge load rating analysis. Must be punctual and maintain an excellent attendance record.

25% - Assists the Road Project Manager in design and review of roadway and culvert plans; performs design, computer aided drafting and construction inspection activities for roadway and culvert projects; performs pavement design of County and Township roads. Reviews design details and estimated quantities of materials for prepared construction plans.

15% - Visits project sites to perform bridge and pavement condition ratings. Verifies existing conditions during design and provide construction support engineering of both road and bridge projects. Assists in coordination of utility relocation for construction projects. Coordinates with survey department regarding upcoming bridge, road and culvert projects.

10% - Performs general office duties and assists the public as needed; responds to public inquiries; answers questions and provides information.

Communicates with Project Managers, contractors, other department employees, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

#### Minimum Qualifications:

Bachelor's degree in Civil Engineering; recent graduate with zero (0) to three (3) year's engineering experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Ohio Driver's License.

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### **Knowledge, Skills, and Abilities:**

Civil engineering; structural design, hydraulics, construction techniques; construction materials; inspection techniques.

Good knowledge of the principles and techniques of operating minicomputers and peripheral equipment; computer aided design and drafting; various computer software programs; data management systems; knowledge of engineering principles and practices; and some knowledge of report design and layout techniques.

Working skills in making mathematical and engineering computations such as volume, area and basic descriptive statistics; working skill in establishing and maintaining effective working relationships with others; working skill in verbal and written communications; working skill in maintaining records.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to determine, calculate, tabulate, or summarize data/information. Includes performing subsequent actions in relation to these computational operations.

**Human Interaction:** Requires the ability to exchange information for the purpose of clarifying details within well-established policies, procedures and standards.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference and descriptive data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, division and engineering computations. May include counting, recording of counts, and basic measuring.

**Functional Reasoning:** Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude in identifying and solving problems and independent judgment concerning choices of action.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

**Physical Ability:** Requires the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions. Some functions are performed with limited exposure to adverse conditions. This position may require outdoor work that involves exposure to physical hazards, health and safety risks and/or otherwise undesirable characteristics in the environment. Proper PPE and footwear is required at all times.

Wood County Engineer's Office is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Your application for any position does not guarantee that you will be contacted by the Department for further consideration. Only those applicants interviewed will be notified of the results.

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### BENEFITS

#### Definition Benefits

Wood County provides excellent health and retirement benefits for its employees. Sick Time and Vacation time are accrued annually and Ohio Law provides full-time employees ten (10) Holidays.

#### Health Insurance

Wood County is a self-funded medical plan provider that offers a broad network of health services options for its employees. The County also offers a multi-tiered prescription drug plan and dental and vision care services.

Employees are required to pay a monthly premium depending on the employee's selection of single or family coverage. Coverage is also afforded for qualifying domestic partners, depending on their income.

#### Group Life Insurance

County employees are covered by a group life insurance plan up to \$20,000.

#### Ohio Public Employees Retirement Plan

The County is a member of the Ohio Public Employees Retirement Plan (OPERS). All employees who are paid in whole or in part by the State of Ohio, a county, municipality, or any other political subdivision of state or local government in Ohio must become members of OPERS unless they are covered by another state retirement system in Ohio.

OPERS is a pension plan providing fixed retirement benefits every month based on a formula that rewards years of service. The County contributes 14.00% of the employee's annual base salary and employees contribute 10.00% of their annual base salary.

For more information about OPERS, click on this link: <https://www.opers.org/>

#### Deferred Compensation

Wood County offers a voluntary governmental 457(b) deferred compensation plan, which is a retirement savings plan that allows eligible employees to supplement any existing retirement/pension benefits by saving and investing pre-tax dollars through salary deferral.

Contributions and any earnings are tax-deferred (both federal and state income taxes) until money is withdrawn. Withdrawals are taxed at ordinary income levels.

For more information about the Ohio Deferred Compensation click on this link: <https://www.ohio457.org/iApp/tcm/ohio457/index.jsp>

For more information about the County Commissioners Association Deferred Compensation click on this link: <http://www.ccao.org/ccao-deferred-comp-program>