

# MIAMI COUNTY ENGINEER'S OFFICE

## JOB ANNOUNCEMENT

**JOB TITLE:** Engineering Technician 1            Full-Time Position

**COMPENSATION:** Salary: \$20.00 to \$30.00 per hour, DOQ

**JOB RESPONSIBILITIES:** Under general direction, compiles, analyzes, and comprehends civil engineering information to create construction drawings and/or support the engineering activities of the organization. Conducts surveys utilizing various survey instruments, inspects the construction of bridges, culverts and roadways, assists in preparing bid specifications, undertakes traffic engineering/signing projects, plans and performs surveys for ditch petitions and drainage related projects, and responds to public inquiries and complaints concerning county highways and related issues. Reports to the Chief Deputy Engineer.

**QUALIFICATIONS:** A minimum of an Associate's Degree in civil engineering (Bachelor's Preferred) or a related field with advanced coursework in surveying, plus one to three years of relevant work experience which evidences an advanced knowledge of highway and bridge construction techniques, inspection techniques, surveying, traffic engineering, and/or construction estimating; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the position.

**License, certificate, or registration requirements:** Must possess a valid Ohio Driver's License. (Engineer Intern Preferred).

**APPLICATION AND DEADLINE:** All interested applicants may obtain an application and position description at the Miami County Engineer's Office, 2100 N. County Road 25A Troy, Ohio between 7:30 AM to 4:00 PM Monday through Friday. Applications are also available online at the Miami County website ([www.MiamiCountyOhio.gov](http://www.MiamiCountyOhio.gov)). All completed applications with resume are to be submitted to the Miami County Engineer's Office, 2100 N. County Road 25A Troy, Ohio by 4:00 PM on Monday, May 18, 2020.

**MIAMI COUNTY ENGINEER'S OFFICE IS  
ACCESSIBLE TO THE DISABLED**

**MIAMI COUNTY ENGINEER'S OFFICE IS  
AN EQUAL OPPORTUNITY EMPLOYER**

# Miami County Engineer's Office

2100 N. County Road 25A  
Troy, Ohio 45373



## POSITION DESCRIPTION

**TITLE: ENGINEERING TECHNICIAN 1**

**PAY STATUS:** Salaried

**FLSA STATUS:** Exempt

**CIVIL SERVICE STATUS:** Classified

**OBJECTIVES:** Employee is responsible for compiling, analyzing, and comprehending civil engineering information to create construction drawings and/or support the engineering activities of the organization. Employee may conduct surveys utilizing various survey instruments, inspect the construction of bridges and roadways, assist in preparing bid specifications, undertake traffic engineering/signing projects, plan and perform surveys for ditch petitions and drainage related projects, and respond to public inquiries and complaints concerning county highways and related issues. Reports to the Chief Deputy Engineer.

### ESSENTIAL FUNCTIONS:

1. Assists in topographical, location and construction surveys using various survey instruments.
2. Designs and draws highway and bridge related construction plans, using computer-based resources and software.
3. Participates in the inspection of all phases of bridge and highway construction, including the annual inspection of bridges within the county's jurisdiction.
4. Processes applications for various permits required by the public, associated with work activity undertaken within the road right-of-way.
5. Prepares specifications and reviews bids for highway and bridge related construction projects and prepares contracts for same. Assists in preparing specifications and reviewing bids for purchase of equipment and materials for use by the engineering and highway departments.
6. Inspects and inventories road culverts county-wide, and recommends/coordinates replacement when necessary.
7. Serves as utility coordinator for various road and bridge related construction projects.
8. Responds to inquiries and complaints from public officials and the public regarding highway, bridge and drainage-related issues.
9. Serves as a liaison between county and township officials regarding township road improvements. Compiles information from township trustees regarding roads to be centerlined and/or edge lined.
10. Assists in management of the county ditch maintenance program, including ditch inspection, tax assessment determination, work order preparation, and coordination of ditch maintenance projects.
11. Assists in the investigation and analysis of hazardous traffic locations on county and township highways. Compiles and evaluates accident data to develop possible solutions leading to safer highways, and subjects potential solutions to cost benefit analyses.
12. Operates county-owned motor vehicles in the support of job-related duties and responsibilities.
13. Works overtime based on the needs of the organization.
14. May be required to work non-standard work hours to support organizational needs in the case of a regional emergency/catastrophe.
15. Interacts with the public in a courteous manner.
16. Maintains regular and predictable attendance.
17. Performs other similar or related duties as assigned by the Chief Deputy Engineer based upon the needs of the organization.

### NON-ESSENTIAL FUNCTIONS:

1. Operates office equipment in the performance of daily work duties.
2. May be required to serve on workplace committees.

### REQUIRED KNOWLEDGE AND ABILITIES:

1. Knowledge of the methods and equipment used to construct, repair and maintain county roads, bridges, and ditches.

2. Knowledge of the policies & procedures of the department as they apply to work assignments.
3. Ability to use Windows-based spreadsheet, database, word processing and selected job-specific software (AutoCAD, Civil 3D, Land Development Desktop, etc.).
4. Ability to interpret blueprints.
5. Ability to use surveying tools and techniques to accurately and efficiently complete surveying activities.
6. Ability to perform engineering calculations and use the results to identify problems, recognize symptoms, or generate solutions.
7. Ability to organize work, set priorities and meet critical deadlines with a minimum of direction.
8. Ability to keep clear and accurate records and reports.
9. Ability to plan and manage work projects from project initiation to completion.
10. Ability to understand general highway and bridge construction, repair and maintenance procedures.
11. Ability to read and write and to comprehend and act upon written instructions, policies and procedures pertaining to assigned duties.
12. Ability to develop and maintain cooperative working relationships with peers, subordinates, and superiors.
13. Ability to deal courteously and diplomatically with contractors and the general public.
14. Ability to perform assigned duties safely and without injury or harm to self or others.
15. Ability to communicate with others in the workplace with courtesy, respect, and sensitivity.

**EDUCATIONAL/TRAINING REQUIREMENTS:** A minimum of an Associate's Degree in civil engineering or a related field, with advanced coursework in surveying, plus one to three years of relevant work experience which evidences an advanced knowledge of highway and bridge construction techniques, inspection techniques, surveying, traffic engineering, and/or construction estimating; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions outlined herein. Must possess a valid State of Ohio driver's license.

**WORK ENVIRONMENT:** Work is performed both in an office environment and outside where employee may be exposed to extremes in temperatures and weather conditions, noise, dirt, grease, vibration, electrical and mechanical hazards, dust and chemicals. The employee may be subject to eyestrain when using computers. Employee is required to wear personal protective equipment such as hard hat, safety glasses or goggles, heavy/rubber gloves, seatbelts, ear muffs/plugs, high-visibility reflective attire and related safety clothing/gear as required.

**PHYSICAL ABILITY:** Work assignments may require prolonged and frequent walking, climbing, balancing, pushing, pulling, lifting, carrying, shoveling, hammering, tamping, bending, stooping, crouching and sitting activities using all major muscle groups. Minimum lifting capability is 30 lbs. on an occasional basis. Neck mobility is necessary when operating a county vehicle. Manual dexterity, normal vision, including color and depth perception, and hearing acuity are required to operate tools and equipment in close proximity to heavy equipment and moving traffic. Employee must be able to work steadily, accurately and at various heights to complete work assignments.

**RESPONSIBILITY:** Employee works independently, under general supervision of the Chief Deputy Engineer and follows established policies, procedures and work methods. Employee receives detailed and general instructions before and during work with which he must comply. Caution and appropriate safety measures must be exercised while operating assigned vehicles, equipment and tools to prevent injury to self or others and to prevent damage to tools and equipment.

I acknowledge that the above position description is representative of the majority of the duties and responsibilities of this position, but is not all inclusive.

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee's Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_