



## POSITION AVAILABLE:

### Design Engineer

**POSTING DATE:** Tuesday, May 17, 2022  
**DEADLINE TO APPLY:** Open Until Filled  
**DEPARTMENT:** Water Resources  
**LOCATION:** Ravenna, OH  
**WORKING HOURS:** 7:30 a.m. to 4:00 p.m., Monday-Friday  
**SALARY:** \$57,928 – \$86,881/yr. (\$27.85 - \$41.77/hr.)  
**CIVIL SERVICE/FLSA STATUS:** Classified, Non-Exempt

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#### **JOB OBJECTIVES:**

Incumbent is responsible for ensuring that design of new water and wastewater facilities in Portage County occurs in a responsive and efficient fashion.

#### **MINIMUM QUALIFICATIONS:**

Bachelor's Degree in Civil Engineering is required, along with a minimum of five (5) years related experience and one (1) year supervisory experience. Management training, and wastewater and water operating certification are desired. Must possess a valid Ohio driver's license and maintain continuing eligibility under the existing County driver eligibility standards. Must obtain an Ohio Professional Engineering License within one year (1) of hire.

#### **EXAMPLE OF DUTIES:**

Respond to inquiries on available system capacity to potential new customers. Review plans for new development to maintain adherence to design standards and long-term plans. Maintain of general plan for sewer and water. Coordinate external design contracts. Investigate and survey sites. Prepare detailed plans and specifications. Prepare and obtain necessary easements. Participate in department wide TQM teams. Participate in County wide infrastructure committees. Review shop drawings and coordinate as-built drawings. Relating relative project priorities. Coordinate the scheduling of projects. Plan review and site inspections of commercial/industrial users to avoid negative impact from discharge on sewers or treatment facilities. Prepare and coordinate monthly progress updates. Troubleshoot treatment, collection, and distribution facilities. Prepare Grant & Loan applications for Issue 2, WPCLF, and CDBG.

#### **HOW TO APPLY:**

- **THE COUNTY APPLICATION FORM IS REQUIRED** WHEN APPLYING FOR THIS POSITION.
- APPLICATIONS CAN BE DOWNLOADED FROM THE COUNTY WEBSITE:  
<https://www.portagecounty-oh.gov/human-resources/pages/job-opportunities>
- APPLICATIONS AND RESUMES CAN BE FAXED, EMAILED OR MAILED:

**PORTAGE COUNTY HUMAN RESOURCES**  
**449 S. MERIDIAN STREET, 7<sup>th</sup> Floor**  
**RAVENNA, OHIO 44266**  
**EMAIL: [HRD@PORTAGECO.COM](mailto:HRD@PORTAGECO.COM) / FAX: 330-298-4225**

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