



POSITION AVAILABLE:

Design Technician

POSTING DATE: Wednesday, April 6, 2022
DEADLINE TO APPLY: Open Until Filled
DEPARTMENT: Water Resources / Water Division

SALARY: Design Technician I: \$22.61/hr.
Design Technician II: \$23.98/hr.
Design Technician III: \$24.74/hr.

FLSA STATUS: Classified, non-exempt

JOB OBJECTIVES:

Incumbent is responsible for preparing and revising sanitary and water construction design plans using AutoCAD software, preparing plans for proposed projects, preparing, and revising sanitary and water post construction as built plans, assist other staff with issuing permits, answering questions from the public, maintaining Department records, assist Department staff with records retrieval and other similar duties assigned.

MINIMUM QUALIFICATIONS:

Completion of high school education is required. Associate degree in Engineering Technology or other similar field preferred, or currently within a college program curriculum with an interest in AutoCAD software. A year of AutoCAD work experience is preferred, or an equivalent amount of progressive work experience using AutoCAD software may be considered with a high school diploma or GED. A valid Ohio Driver's license is required. Experience within the sewer and water industry is preferred although other industries will be considered.

EXAMPLE OF DUTIES:

Review sanitary sewer, water, and other types of construction project design plans and making revisions as needed. Generate AutoCAD design and construction drawings for sanitary sewers, water main systems, and other architectural types of construction project design plans and making revisions as needed. Assist in the development of preliminary plans and construction drawings using AutoCAD software programs for water and wastewater site plans, building additions and renovations, and process equipment replacements. Maintain work progress in line with project schedules and report progress to supervisor. Interpret quantities, nonstandard plan details, prepare draft specifications to further explain the project intent. Maintain time records and logging reports on various aspects of projects. Assist in design reviews and site analysis for sewer and water improvements for land development projects and within treatment plant facilities. Maintain records utilized during the performance of project specific tasks. Organize electronic and paper Project files including AutoCAD files and using AutoCAD drawing manipulation. Using Microsoft Office Suite to report and manipulate cost and quantity numbers.

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 CAN BE FAXED, EMAILED OR MAILED:

PORTAGE COUNTY HUMAN RESOURCES
449 S. MERIDIAN STREET, 7th Floor
RAVENNA, OHIO 44266

EMAIL: HRD@PORTAGECO.COM / FAX: 330-298-4225

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