



WARREN COUNTY ENGINEER'S OFFICE
WARREN COUNTY, OHIO
210 W. Main St., Lebanon, Ohio 45036

WARREN COUNTY ENGINEER'S OFFICE

POSITION AVAILABLE

JOB CLASSIFICATION TITLE: PROJECT TECHNICIAN
DEPARTMENT: WARREN COUNTY ENGINEER
PAY RANGE: \$45,000 TO \$55,000 PER YEAR OR
COMMENSURATE WITH EXPERIENCE
SCHEDULED HOURS: 35 HOURS PER WEEK
CIVIL SERVICE STATUS: UNCLASSIFIED

SEE ATTACHED CLASSIFICATION SPECIFICATION FOR MINIMUM
QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

POSTING PERIOD: THIS NOTICE IS BEING POSTED FOR A PERIOD OF
TIME NOT LESS THAN TWENTY-ONE (21)
CONSECUTIVE CALENDAR DAYS, BEGINNING
OCTOBER 6, 2021

APPLICANTS SHOULD APPLY ON LINE AT: WWW.CO.WARREN.OH.US
COMPLETE THE APPLICATION AS FOLLOWS: CLICK ON JOB POSTINGS THEN
CLICK ON WARREN COUNTY APPLICATION FOR EMPLOYMENT, THEN
DOWNLOAD TO YOUR DESKTOP AND EMAIL THE APPLICATION TO:
BOBBI.APKING@CO.WARREN.OH.US. PLEASE CONTACT BOBBI APKING WITH
QUESTIONS AT: 513-695-3305.

APPLICATIONS WILL BE ACCEPTED UNTIL THE POSITION IS FILLED. THIS
POSITION IS SUBJECT TO A POST-OFFER DRUG SCREEN AND A BACKGROUND
CHECK. (BCI)

WARREN COUNTY IS AN EQUAL
OPPORTUNITY EMPLOYER

WARREN COUNTY ENGINEER

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POSITION DESCRIPTION

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Position Title: Project Technician

Civil Service Status: Unclassified

FLSA Status: Exempt

Employment Status: Full-time

Reports To: County Engineer

QUALIFICATIONS: An example of acceptable qualifications:

1. Associate degree in civil engineering technology or related experience.
2. Ability to obtain certification for ODOT Bridge Level 1 and 2 Inspector within one (1) year of employment.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Valid State of Ohio driver's license.

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

1. Performs annual bridge inspections, completes and submits bridge inspections in ODOT's Structure Management System (SMS) for review and approval by Bridge Program Manager.
2. Prepares estimates, designs, and specifications for various engineering projects (e.g., road and bridge construction, maintenance drainage projects, etc.).
3. Engages in engineering research and reviews contractors' bid proposals, contract documents, and related material.
4. Performs preliminary surveys and related field work necessary for design and calculations.
5. Performs drafting and draws, updates, and maintains maps.
6. Prepares, designs, and drafts engineering plans (e.g., draws plan views, cross sections, profiles, maps, etc.).
7. Prepares related project documents (e.g., quantity estimates, bid documents, plans, legal descriptions, etc.).
8. Prepares various presentations for the County Engineer for various meetings.
9. Visits work sites and inspects project progress; ensures work is performed according to plans, specifications, and/or instructions; prepares reports of findings; maintains inspection logs.

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10. Inspects roadside hazards that qualify as needing guardrails installed according to Ohio Revised Code.
11. Utilizes CADD computer to prepare design drawings.
12. Operates related equipment (e.g., CADD computer, plotter, etc.).
13. Downloads computer and analyzes traffic count records and maintains related records.
14. Manages construction projects; holds weekly meetings with the contractor and reviews monthly invoices.
15. Coordinates the relocation and/or inspection of utilities in and around construction sites.
16. Notifies local emergency services and news agencies when a road will be closed.
17. Answers inquiries from the general public and investigates complaints and reports of findings, and recommends solutions.
18. Calculates, tabulates, files, and maintains project records and produces desired reports for department planning and operations.
19. Follows all of the Engineer's safety policies and procedures.
20. Maintains all required licenses and/or certificates.
21. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

1. Attends workshops or seminars related to duties performed.
2. Performs other duties as assigned by supervisor.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: data processing techniques and procedures; drafting techniques; civil engineering; surveying techniques; structural design principles; Engineer's goals and objectives; Engineer's policies and procedures; safety practices and procedures; public relations; records management.

Skill in: data entry; computer operation; drafting; CADD operations.

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Ability to: interpret extensive variety of technical material in books, journals, and manuals; deal with many variables and determine specific action; recognize unusual or threatening conditions and take appropriate action; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; add, subtract, multiply, and divide whole numbers; calculate fractions, decimals, and percentages; copy records precisely without error; complete routine forms; prepare routine correspondence; prepare accurate documentation; prepare maps, charts, graphs, or plans; compile and prepare reports; respond to routine inquiries from public and/or officials; communicate effectively; understand technical manuals and/or verbal instructions; maintain records according to established procedures; cooperate with co-workers on group projects; handle sensitive or technical inquiries from and contacts with officials and general public; develop and maintain effective working relationships; resolve complaints; travel to and gain access to work site.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Computer, total station, transit, CADD computer, plotter, GPS.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee must negotiate, use, or work with or in the vicinity of:

1. Portable metal ladders.
2. Emergency plans for evacuation purposes.
3. Fire plans for the prevention of fire hazards.
4. Personal protective equipment. General requirements for use, care, and limitations of personal protective equipment.
5. Eye and face protection.
6. Occupational head protection.
7. Hazardous chemicals.

GENERAL DUTY: SAFE AND HEALTHFUL WORKPLACE

The employee:

1. Has exposure to potentially vicious animals.
2. Has exposure to second-hand smoke.

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

Date Adopted: January 30, 2018

Date Revised: