



DELAWARE COUNTY BOARD OF COMMISSIONERS

AN EQUAL OPPORTUNITY EMPLOYER

Job Title:	Staff Engineer I	Department:	Regional Sewer District
Position Type:	Full-time, 40 hours per week Non-bargaining Unit	Address:	50 Channing St. Delaware, OH 43015
Typical Work Schedule:	8:00 a.m. to 4:30 p.m. Monday through Friday	Pay Range:	County Compensation Plan
Contact Information:	740-833-2120	FLSA:	Exempt
How to apply:	https://humanresources.co.delaware.oh.us/employment/		

Objectives

Individuals responsible for assuring that sanitary and solid waste services provided by the County are properly planned, designed, installed and maintained in Delaware County. Individual reports to the Director of Environmental Services.

Job Standards

Bachelor's degree in civil engineering from a ABET accredited university plus have passed the Engineering Fundamentals Exam and be registered as an Engineer-Intern in the State of Ohio.
 Must have valid driver's license and an acceptable driving record.
 Must meet and maintain qualifications for driving on county business at all times.
 All licenses must be maintained as condition of employment.

Job Description

ESSENTIAL JOB FUNCTIONS:

- Inspects installation of infrastructure improvements and assists with construction administration;
- Reviews engineering plans and bid specifications for accuracy and completeness;
- Interacts with general public, developers, contractors, and consulting engineers to identify facility and infrastructure locations, improvements, and accessibility;
- Attends monthly Regional Planning Commission meetings, as needed;
- Performs engineering calculations and design;
- Conducts planning studies for new and existing facilities and infrastructure;
- Supervises functional activities and supports personnel, as required;
- Commits to and provides assistance in assuring that goals of the Division are achieved on a daily and yearly basis in a timely and productive manner;
- Demonstrates regular and predictable attendance;
- Attends various meetings, training sessions, video conferences, and workshops;
- Hold as confidential, all aspects of the job;
- Performs typing, word processing, and related computer operations;
- Works outside of typical work schedule/business hours as required; and,
- Performs other duties as required.

NON-ESSENTIAL JOB FUNCTIONS:

- Performs related non-essential functions as required.

I. JOB REQUIREMENTS:

Equipment:

Ability to operate a variety of office equipment such as computer, copier, telephone, calculator, FAX machine, and other equipment necessary to perform duties. Individual shall be competent in AutoCad, Eagle Point (or other similar software), Arcview (or other similar software), Microsoft Office (Word, Excel, Outlook, PowerPoint) and Microsoft Project. Individual wears steel toe boots and a hard hat for safety protection. Individual uses personal protective equipment as necessary to safely perform job duties. Ability to safely operate a motor vehicle is required.

Critical Skills/Expertise:

- Thorough knowledge of surveying fundamentals;
- Thorough knowledge of engineering principles, methods and practices applicable to the sanitary engineering, water reclamation and solid waste fields;
- Ability to apply critical thinking skills, define and solve problems, collect data, establish facts, draw valid conclusions using



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judgment, and analytical skills;

- Thorough knowledge of laws, regulations, and standards applicable to the sanitary engineering water reclamation and solid waste fields;
- Ability to perform mathematical calculations and use technical equipment and software;
- Ability to work effectively with clients who may be upset, distraught, irate, emotionally or mentally or otherwise unable to function within reasonable range of constructive behaviors;
- Ability to effectively program plan independently and in collaboration with other staff units and outside agencies;
- Demonstrated integrity, reliability, and the ability to maintain confidentiality;
- Ability to organize and maintain large volumes of information and paperwork;
- Competent in developing critical path schedules;
- Ability to communicate professionally and effectively with internal and external customers, both orally and in writing;
- Ability to organize and prioritize work assignments, multi task with accurate focus and refocus in a fast paced environment;
- Ability to deliver excellent customer service, externally and internally;
- Ability to efficiently operate computer programs such as, but not limited to, Microsoft Word, Excel, Outlook, and agency specific programs;
- Proficiency in grammar, writing, mathematical skills, spelling, and punctuation;
- Thorough knowledge, adherence and aptitude to follow safety policies, procedures and practices; and
- Thorough knowledge, adherence and aptitude to follow federal, state, county, and department policies and procedures, laws and regulations.

II. DIFFICULTY OF WORK:

Work involves complex, relatively standardized and non-standardized tasks, processes and operations following established laws and procedures.

III. RESPONSIBILITY:

Supervisor reviews work and work product. Individual discusses unusual problems with supervisor and provides technical instruction upon request. Deviations from guidelines must be referred to the supervisor. Otherwise, work is reviewed with the supervisor for adherence to instructions, soundness of judgment and conclusions, technical adequacy, accuracy and conformance with practice or precedent. Individual independently makes critical decisions on a daily basis. Errors may cause delays in work or loss in expenditures for materials and/or equipment, lost time or unjustified work.

IV. PERSONAL WORK RELATIONSHIPS:

Contact is with co-workers, employees from public and private sector organizations, and the public. The purpose of these contacts is to explain or interpret rendered service, carry out policies and maintain coordination.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Physical Requirements: Individual performs light to heavy work, which may require the lifting of up to twenty five (25) pounds occasionally.

Physical Activity: Individual performs the following physical activities: climbing, balancing, stooping, kneeling, reaching, standing, walking, pushing, pulling, lifting, manual dexterity, grasping, feeling, talking and listening.

Visual Activity: The minimum visual activity of the seeing job is close to the eyes.

Job Location: Individual works both inside and outside and is exposed to temperatures below 32 degrees or above 100 degrees for period of more than one (1) hours. Individual is exposed to atmospheric conditions such as fumes, odors, dusts, mists, gases, or poor ventilation.



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ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understand its contents. I acknowledge that the above description is a representation of the major duties and responsibilities of this position.

Employee:		Date:	
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PCN#: 1190001G01
Job Code: 01G02
Wage: G
FLSA Status: Exempt
Civil Service Class: Classified