



LAKE COUNTY DEPARTMENT OF UTILITIES

Administration Division

Engineering Assistant

The Engineering Assistant is responsible for a range of entry level duties associated with delivering general support and assistance with sanitary and water projects.

Essential Job Functions:

- Provides customer service related to construction, inspection, licensing, permits, new connections, existing services, and plan review both on the phone and in person.
- Prepares and processes permits, and license documents for sanitary sewer and water services. Issues receipts and provides data for reports. Prepares and processes documents.
- Assists with research of sanitary sewer and water records for customers and department services. Provides document and scheduling support in conjunction with inspection, operation, maintenance, distribution and billing staff.
- Provides general office and intradepartmental support. Provides administrative and clerical support for special projects and committees as needed.

Minimum Qualifications:

Applicants must have a high school diploma/GED and a valid Ohio driver's license, or state ID. One (1) year engineering/construction experience or equivalent is preferred.

Knowledge, Skills and Abilities:

Applicants should be knowledgeable in engineering activities and sanitary/water projects, able to apply basic technical knowledge, research and investigate basic information, assist departmental staff and answer customer inquiries. Applicants should be able to utilize various computer programs and software, assume light office duties, exhibit strong skills in verbal and written communication, organizational abilities, time management and analytical thinking, adhere to deadlines, develop familiarity with departmental rules and regulations, demonstrate initiative and logic, exercise basic judgement and consistently deliver general customer service in a professional fashion.

Job Type: Full Time

Pay: Starting: \$16.40/hr.

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lakecountyohio.gov

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Fringe Benefits:

- Medical, Dental, Rx, Vision, Telemedicine, Gym Membership, EAP
- 12 Paid Holidays
- Sick (4.6 hrs./pay), Vacation (3.1 hrs./pay), Personal Days (6/yr. from sick time), Overtime, Compensation Time
- PERS 10% employee contribution with 14% employer contribution, Deferred Compensation, Public Student Loan Forgiveness

Send resumes to Kelly Andino at LCDUJobs@LakeCountyOhio.gov, or 105 Main Street, Painesville, OH, 44077 by September 4, 2022. Please reference job #2022-43.

**An Equal Opportunity Employer
M.F.H.V.**