

# CLERMONT COUNTY ENGINEER

An Equal Opportunity Employer

Page 1 of 4

## Staff Engineer, Senior Engineer or Deputy Engineer (DOQ)

---

**Appt. Authority:** Engineer      **Position Title:** Staff, Senior, or Deputy Engineer (DOQ)

---

**Class Title:** Project Engineer 1, 3 or 4 (DOQ)

**Civil Service Status:** Classified

**Class Number:**

**Employment Status:** Full-Time

**Reports To:** Chief Deputy Engineer

**FLSA Status/Pay:** Exempt

**Pos. # of Supv.:**

**EEOC Job Group:** 02

---

### CLASS DESCRIPTION:

Under general direction of the Chief Deputy Engineer coordinates with the activities of the Engineering, CAD, and Inspection Divisions, conducts plan reviews and analyses related to hydraulic, structural, highway, and other technical aspects, and performs other duties as may be required.

### QUALIFICATIONS: An example of acceptable qualifications:

**Staff Engineer** – Completion of Bachelor of Science in Civil Engineering; Valid certificate as Engineer-In-Training issued or accepted as equivalent by Ohio Board of Registration for Professional Engineers & Surveyors

**Senior Engineer** – Completion of Bachelor of Science in Civil Engineering; five (5) years experience in civil engineering with emphasis on structures and/or transportation.\*

**Deputy Engineer** – Completion of Bachelor of Science in Civil Engineering; ten (10) years experience in civil engineering with emphasis on structures and/or transportation.\*

\*or any equivalent combination of education, experience, and training which provides the required knowledge, skills and abilities.

### LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio Driver's license; must maintain insurability under the Engineer's insurance policy.

**Senior & Deputy Engineer** - Professional Engineer's license as issued by the State of Ohio required.

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

Modern office equipment (e.g., computer, scanner, typewriter, copier, calculator, telephone, fax machine, etc.); computer software (e.g. Microsoft Office Suite, CAD; etc.); measuring/surveying equipment (e.g., laser, thermometer, wheels, tape measure, etc.).

### INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); works in or around crowds; ascends and/or descends ladders, stairs, or scaffolds; works in the vicinity of dockboards; works in an area in which the means of egress is or can be obstructed; is exposed to environmental conditions which may result in injury from fumes, odors, mists, gases and/or poorly ventilated work areas; is exposed to possible injury from extremely noisy conditions; is exposed to possible injury as a result of working with moving mechanical parts of equipment or machines; has contact with potentially violent or emotionally distraught persons; has occasional exposure to potentially vicious animals; is exposed to hot, cold,

# CLERMONT COUNTY ENGINEER

An Equal Opportunity Employer

Page 2 of 4

## Staff Engineer, Senior Engineer or Deputy Engineer (DOQ)

---

**Appt. Authority:** Engineer      **Position Title:** Staff, Senior, or Deputy Engineer (DOQ)

---

**Class Title:** Project Engineer 1, 3 or 4 (DOQ)      **Civil Service Status:** Classified

**Class Number:**      **Employment Status:** Full-Time

**Reports To:** Chief Deputy Engineer      **FLSA Status/Pay:** Exempt

**Pos. # of Supv.:**      **EEOC Job Group:** 02

---

wet, humid, windy, or hazardous weather conditions; lifts and carries equipment and/or supplies weighing up to twenty (20) pounds.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light work.

### JOB DESCRIPTION AND WORKER CHARACTERISTICS:

#### ESSENTIAL FUNCTIONS OF THE POSITION:

Depending on the applicant's qualifications and appointed position (Staff Engineer, Senior Engineer or Deputy Engineer), duties may include:

- (1) Generates standard detailed drawings under the general supervision of a licensed professional engineer for specific portions of construction (e.g. using CAD or drafting equipment); assist in maintenance and planning of transportation projects; assists in review of highway & bridge construction plans, right-of-way plan, contracts & cost estimates for technical accuracy. Performs field review to evaluate land features that will impact design of project. Under the supervision of higher level engineer, assists in the necessary geometrics and analytical calculations; calculates quantities.
- (2) Coordinates with personnel in the Engineering, CAD, and Inspection Divisions from design to completion of Capital Improvement Program (CIP) projects, emergency and special projects (e.g., support the preparation of the Five (5) Year Capital Improvement Plan (CIP); make applications for grants; coordinate grants to ensure proper completion within the guidelines of each grant; coordinate with engineering firms to prepare construction documents for various projects; etc.); coordinates CIP projects for construction (e.g., scheduling preconstruction meetings, utility relocations, state dates, necessary road closures/detours and filed testing, etc.). Prepares and processes payment requests for projects, review contractor invoices, reviews inspectors' daily records and quantities, submits payment request to appropriate personnel for processing.
- (3) Performs field reviews of projects to ensure proper construction documents are prepared and the construction is performed according to plans; assists the County Engineer with the review of all projects from engineering firms and the Engineering Division to ensure project plans and documents are prepared to engineering standards and to ensure the safety of the public and intended outcomes are met; designs and plans preparation of projects as necessary; reviews and signs annual bridge inspections, makes necessary recommendations to County Engineer regarding load limit status and major bridge repairs.

# CLERMONT COUNTY ENGINEER

An Equal Opportunity Employer

Page 3 of 4

## Staff Engineer, Senior Engineer or Deputy Engineer (DOQ)

---

**Appt. Authority:** Engineer      **Position Title:** Staff, Senior, or Deputy Engineer (DOQ)

---

**Class Title:** Project Engineer 1, 3 or 4 (DOQ)      **Civil Service Status:** Classified

**Class Number:**      **Employment Status:** Full-Time

**Reports To:** Chief Deputy Engineer      **FLSA Status/Pay:** Exempt

**Pos. # of Supv.:**      **EEOC Job Group:** 02

---

- (4) Reviews all studies and calculations from engineering firms and Engineering Division (e.g., traffic impact studies, storm water analysis, structural analysis, etc.) to ensure accuracy of content and recommendations; prepares studies, calculations, and/or analysis as necessary to support project design, planning, and/or grant requests.
- (5) Supervises and directs personnel; develops policies, procedures, goals and objectives; communicates and implements policies and procedures; develops long range plans; assigns tasks; trains and assigns employees for development of manual, equipment operation, or other needed skills; reviews and inspects work activities to ensure work complies with established plans; issues oral and written warnings and effectively recommends to the County Engineer more severe disciplinary action; hears and resolves complaints and grievances; evaluates all personnel under direct supervision; makes recommendations to County Engineer concerning hiring, terminating, promoting and disciplining of employees under direct supervision; assists in making wage recommendations; researches and provides safety training for all Engineer's Office staff; supervises project inspection personnel; plans, schedules, and assigns work based upon departmental priorities; trains subordinate personnel in proper methods and procedures related to technical aspects of work.
- (6) Responds to public inquiries and complaints regarding engineering projects and other related issues; represents Clermont County Engineer's Office at public meetings, presentations, County Commissioners meetings, planning commission meetings, etc.
- (7) Maintains required licensures, certification, and continuing education requirements.
- (8) Meets all job safety requirements and all applicable safety standards that pertain to essential functions; follows all of the Engineer's safety policies and procedures, proper work methods, and procedures within defined work guidelines.

**MINIMUM ACCEPTABLE CHARACTERISTICS:** (\*indicates developed after employment)

**Knowledge of:** \*Engineer's goals and objectives; \*Engineer's policies and procedures; department goals and objectives; department policies and procedures; safety practices and procedures; drafting techniques; hydraulics; surveying techniques; Civil engineering; bridge design, construction, and maintenance; GIS software.

**Skill in:** use of modern office equipment; use of personal computer, CAD programs; drafting tools and devices; surveying instruments; motor vehicle operation.

# CLERMONT COUNTY ENGINEER

An Equal Opportunity Employer

Page 4 of 4

## Staff Engineer, Senior Engineer or Deputy Engineer (DOQ)

---

**Appt. Authority:** Engineer      **Position Title:** Staff, Senior, or Deputy Engineer (DOQ)

---

**Class Title:** Project Engineer 1, 3 or 4 (DOQ)

**Civil Service Status:** Classified

**Class Number:**

**Employment Status:** Full-Time

**Reports To:** Chief Deputy Engineer

**FLSA Status/Pay:** Exempt

**Pos. # of Supv.:**

**EEOC Job Group:** 02

---

**Ability to:** interpret extensive variety of technical material in books, journals, and manuals; deal with many variables and determine specific action; understand manuals and oral instructions, technical in nature; define problems, collect data, establish facts, and draw valid conclusions; understand, interpret, and apply laws, rules, or regulation to specific situations; deal with nonverbal symbols in formulas, equations, or graphs; exercise independent judgment and discretion; apply concepts of calculus and/or trigonometry; prepare maps, charts, graphs, or plans; respond to routine inquiries from public and/or officials; communicate effectively orally and in writing; cooperate with co-workers on group projects; demonstrate ability to lift heavy surveying equipment; perform light manual labor for extended periods of time in often adverse conditions; travel to and gain access to work site; communicate effectively.

**Interested Candidates may apply by submitting a letter of interest and resume to:**

Clermont County Engineer  
2381 Clermont Center Drive  
Batavia, OH 45103

**Or, by email to:** [swest@clermontcountyohio.gov](mailto:swest@clermontcountyohio.gov)