



BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO
406 Justice Drive, Lebanon, Ohio 45036
www.co.warren.oh.us
Commissioners@co.warren.oh.us

OFFICE OF MANAGEMENT AND BUDGET

POSITION AVAILABLE

JOB CLASSIFICATION TITLE: STAFF ENGINEER
DEPARTMENT: WATER AND SEWER
PROBATIONARY RATE: \$58,000 – 78,000 YEARLY
PAY RANGE: #B
SCHEDULED HOURS: 40 HOURS PER WEEK
CIVIL SERVICE STATUS: CLASSIFIED

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 SEVEN (7) CONSECUTIVE CALENDAR DAYS, BEGINNING APRIL 9, 2024.

VISIT WWW.CO.WARREN.OH.US AND 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 COMPLETED APPLICATION TO: WCCOMMAPP@CO.WARREN.OH.US PLEASE CONTACT SUSAN SPENCER WITH QUESTIONS AT: 513-695-1747.

APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED.

WARREN COUNTY IS AN EQUAL
OPPORTUNITY EMPLOYER

YOU WILL HIT THE *BULLSEYE* WORKING FOR WARREN COUNTY

PERKS & BENEFITS WORKING FOR WARREN COUNTY



WORK ENVIRONMENT

- Work/Life Balance
- Job Stability



PAID TIME OFF

- Holidays - 11.5 annually
- Vacation - 2 weeks after 1st year



BENEFITS

- Health Insurance*



RETIREMENT

- 14% employer contribution into the Ohio Public Retirement System*

Health Insurance - Available after 30 days, 2 Med/Rx plan choices with monthly family premium range from **\$270 to even \$0 (5x cheaper than the private sector)**; \$0 premium cost for Dental, Vision, Life, HSA, FSA, EAP, Weight Watchers, On-site Biometrics & Day Off Work (Dave's Day for Your Life) and many more!

Retirement - Ohio Public Employee Retirement System; Employee 10%/Employer 14% of earnings (pre-tax)

VISIT WWW.CO.WARREN.OH.US FOR ALL JOB POSTINGS.
QUESTIONS CALL: SUE SPENCER 513.695.1747

**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

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Position Title: Staff Engineer

| | | | |
|--------------------|-----------------------------------|------------------------------|-------------------|
| Department: | Water & Sewer | FLSA Status: | Exempt |
| Reports To: | Director/Sanitary Engineer | Civil Service Status: | Classified |
| Pay Range: | B (#23) | Employment Status: | Full-time |
| Probation: | 365 Days | Lunch: | Unpaid |
| Work Hours: | 8:00 A.M. to 5:00 P.M. | | |

JOB RESPONSIBILITIES:

Under general direction, provide engineering and technical support for the department. Responsible for: subdivision plan review and approval, water and sewer improvement design, construction management and oversight and treatment plant technical assistance.

QUALIFICATIONS: Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed above.
An example of an acceptable qualification for this position is:

A Bachelor's degree in Civil Engineering, with an emphasis in water and wastewater engineering, Engineer in Training (EIT) Certification or ability to obtain within first year.

LICENSURE AND CERTIFICATION REQUIREMENTS:

Valid Ohio driver's license.

ESSENTIAL FUNCTIONS:

- 1. Design:** Participates in the design of various water and wastewater facilities such as water mains, sewer lines, lift stations, and force mains; Prepares drawings, specifications, and contract documents; research property right-of-ways; performs flow projections and calculations necessary to analyze infrastructure and plan for future expansions; evaluates and updates department standards, procedures, and specifications; and utilizes GIS applications.
- 2. Plan Review:** Reviews engineering drawings for sanitary sewer and waterline projects. Coordinate with developers, contractors, and department inspectors on the construction of subdivisions from preliminary design to final approval. Prepare correspondence required for contractors, review agencies, and departmental staff.
- 3. Construction Management:** Assist with the oversight and inspection of capital improvement projects; review and interpret construction drawings; review and approve shop drawings; respond to information request from contractors; prepare change orders; review pay requests; and assist with facility and equipment start-up.
- 4. Treatment Plant Technical Assistance:** Consult and provide technical assistance to treatment plant operations personnel on troubleshooting, equipment replacement, and process improvements.

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POSITION DESCRIPTION**

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5. Researches, acquires, and records easements and deeds at Recorder's Office.
6. Operates departmental equipment (e.g., computer) and uses computer software (AutoCad, ESRI ArcMap, Microsoft Office, hydraulic models and spreadsheets using Microsoft Excel) to perform calculations, draft correspondence and perform engineering tasks.
7. Implements and administers department policies and programs.
8. Demonstrates a regular and predictable attendance.
9. Maintains a valid Ohio driver's license.
10. Follows all safety and health practices of the Warren County Board of Commissioners as described in the attached addendum.

OTHER DUTIES AND RESPONSIBILITIES:

1. May supervise personnel.
2. Meets with and attends County Commissioners meetings concerning water and sewer activities (e.g., project status, operational problems, etc.).
3. Performs various functions of departmental personnel to maintain water and sewer services (e.g., respond to emergencies, assist in wastewater facility, take samples, etc.).
4. Performs other duties as required by supervisor.

KNOWLEDGE, SKILLS AND ABILITIES: (* indicates developed after employment)

Knowledge of: Ohio Environmental Protection Agency rules and regulations governing water and sewer facilities; water and wastewater treatment; water distribution and collection; pumping and hydraulics; environmental law; and public relations.

Ability to: understand engineering principles; perform calculations; use proper research methods in gathering data; use engineering equipment; prepare and deliver statements before specialized groups; resolve complaints from concerned citizens; collect facts and draw valid conclusions; access worksites.

Skill in: Prepare drawings, exhibits and figures using AutoCad and ESRI ArcMap; reading blueprints.

**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

My signature below signifies that I have reviewed the contents of my position description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Warren County Commissioners Personnel Policy Manual.

(Employee's Signature)

(Date)

Date Adopted:
Date Revised:
posdes.66