



Position Title: Engineer Technician **Civil Service:** Classified
Position(s) Supervised: N/A
Agency Unit: County Engineer Office **Reports to:** Chief Deputy Engineer
Employment Status: Full-Time; Non-Bargaining **FLSA Status:** Exempt
Starting Salary Range (Based on Experience): \$73,000.00 yearly

Position Objective

The primary objective of this entry level position, in the Engineering Department, is to perform a variety of civil engineering tasks related to such things as the preparation, design and construction of project plans and specifications, working with the geographic information system, inspection of roads, bridges, structures, traffic control features, and field and office survey work. The incumbent in this position works under the general supervision of the Assistant Chief Deputy Engineer and/or is assigned to other departmental engineers as required.

Essential Functions

Performs field inspections of various county and township projects including road programs, storm sewers, bridges, culverts, retaining walls, etc. Evaluates, reviews and inspects work performed, in progress and upon completion, to ensure the quality of work is satisfactory and complies with applicable governmental and/or department specifications, standards and procedures. Identifies problems or repair needs, evaluates conditions, and recommends corrective action.

Works with ArcMap software to perform a variety of tasks related to the geographic information system.

Prepares construction drawings, specifications and contract documents of various county and township projects including those related to roads, bridges, culverts, storm sewers, retaining walls, traffic control devices, etc. Designs or assists in the design and inspection of departmental construction projects. Determines materials needed according to work specifications, etc. Negotiates and prepares change orders, contractors' payments, punch lists and job closeout documents. Recommends final acceptance and payment of a construction project to the department.

Operates computers and is versed in CAD, ArcMap, Excel, Word, PowerPoint, and Access, as well as computer design-related software.

Confers with appropriate individuals within and outside the Engineer's Department as necessary to ensure availability of materials, coordinate/administer projects, refer or relay information, and explain problems,



policies, concerns, etc. Resolves complaints as necessary. Makes recommendations. Refers issues and concerns as appropriate.

Performs various other general office and professional engineering related tasks as necessary including performing field and office survey work, deed research, etc. May also perform preliminary engineering estimates for projects as directed. Assists senior engineers and other engineering and office personnel as required.

Performs a variety of other duties as needed to assist the County Engineer in carrying out the function, duties and responsibilities of his/her office.

Job Requirements

BS Degree in Civil Engineering from an ABET accredited college or university. Ability to sit for the State of Ohio EIT/FE Exam within six (6) months of employment. Knowledge of and ability and willingness to conform to work practices, policies, procedures and directives. Ability to understand and follow oral and written instructions. Basic knowledge of highway and bridge structures and construction, environmental engineering, civil engineering, traffic engineering, and surveying principles, methods, materials and inspection techniques. Knowledge of County Engineer's Department and/or Ohio Department of Transportation policies, procedures, practices, rules, regulations and guidelines pertaining to highway construction, traffic maintenance, etc. Ability to perceive spatially and interpret blueprints, sketches, drawings and technical data. Ability to use survey, drafting, computers, and other general office equipment, tools and instruments. Ability to complete the work performed to desired quality, quantity and timeliness standards. Ability to work well with others and maintain effective working relationships with individuals within and outside the Department. Ability to effectively resolve problems. Ability to work independently and exercise initiative. Attention to detail and the ability to perform work with neatness and clarity. Ability to communicate effectively, read and write the English language, and make sound judgments and decisions. Possession of a valid State of Ohio motor vehicle operator's license, a good driving record, and insurability.

Physical Effort and Working Conditions

The work of this position is performed alternately in a standard office setting and outdoors where there may be considerable exposure to extremes in temperatures and/or weather conditions and occasional unfavorable health and safety factors such as moving traffic, loud noise, dusts, odors, etc. The position requires some physical exertion (lift up to 35 pounds) and manual dexterity. Incumbents must be able to occasionally or for frequent periods stand, walk, bend/stoop, squat, reach, climb, crouch and manipulate. Normal vision and hearing acuity is required for safety and work-related reasons due to the fact that the incumbent must visually inspect projects and documents, operate and work in



close proximity to motorized vehicles and must converse with others to carry out job duties.

Additional Considerations

Entry-level engineers typically gain mentorship from senior engineers, gradually assuming responsibility for project design, construction oversight, and client or public communication.

Opportunities often include hands-on experience in land development, transportation, stormwater management, and municipal infrastructure projects, providing a pathway to licensure and advance engineering roles.

Exposure to GIS mapping and survey data management is common, particularly in roles supporting Tax map or surveying departments within the county engineer's office.

***** Nothing in this job description restricts the Lake County Engineer or Executive Management's right to assign or reassign duties and responsibilities to this job at any time.***