

***Job Opportunity #2302***  
***Posted on Friday, November 16, 2018 until filled***

*Position:*                   **Sanitary Engineer**  
*Department:*            Water Resources  
*Grade:*                     WR 14E  
*Compensation:*         \$38.65 Full Benefits Package     Salary Exempt for Overtime

*Definition:* Under general direction from the Director, acts as the engineering representative for the Board of Commissioners in matters regarding water and wastewater and to manage the engineering section of the Water Resources department. Performs related duties as required.

*Typical Examples of Duties:*

Directs other engineers, draftsmen and inspectors in department functions; plans, assigns, reviews and coordinates work activities; provides work instruction and training; maintains work standards; responds to employee issues and concerns; interviews and recommends candidates for hire; evaluates performance and recommends evaluation outcomes.

Assists the Director in departmental planning; assists in preparing and implementing goals, policy and procedures. Plans for new and ongoing wastewater and water facilities.

Designs and reviews the design of water and wastewater facilities; prepares and approves changes.

Oversees construction projects. Supervises field survey work.

Prepares a variety of reports, permits, documents and correspondence; prepares orders, applications and pay requests.

Attends sewer/water related meetings.

Performs general administrative functions

*Knowledge, Skills and Abilities:*

Knowledge of (1) engineering principles, methods and practices applicable in the sanitary engineering field, (2) laws, regulations and standards promulgated by federal and state agencies

applicable to pollution control in the sanitary engineering field, (3) research methods, procedures and techniques, (4) procedures and functions of county engineering, (5) structural analysis, (6) effective supervisory techniques. Skill in (7) use of modern computer software programs. analyze data, Ability to (8) prepare and review contracts (9) collect and a (10) establish and maintain effective working relationships with others, (11) plan and coordinate the field work of subordinates, (12) maintain records and prepare detailed technical reports.

*Suggested Training and Experience Requirements:*

Bachelor's degree in civil engineering with Master's level course work in the field — Master's degree preferred — and seven years of water/wastewater design engineering experience; or any combination of education and experience that provides the requisite knowledge, skills and abilities of the job. Position requires Ohio Professional Engineer license and a valid Ohio driver's license.

*Additional Requirements:*

Must pass (test negative) pre-employment drug test.

May work flexible schedule.

Must possess valid Ohio Drivers license and maintain acceptable driving record.

May drive personal vehicle for county business.

Is subject to inside and outside environmental conditions.

Require vision (which may be corrected) to read small print.

May be required to attend periodic evening meetings and/or to travel within and out of the county to attend meetings.

Please submit an *Application for Employment* and resume to **the Geauga County Commissioners, Attn: HR Administrator #2302, 470 Center Street Bldg. #4, Chardon OH 44024**. Please refer to details and application at [www.co.geauga.oh.us](http://www.co.geauga.oh.us).

