



# PORTAGE COUNTY

## POSITION AVAILABLE

### OPEN TO EMPLOYEES AND THE GENERAL PUBLIC

JOB TITLE:	Design Engineer
POSTING DATE:	Friday, August 11, 2017
CLOSING DATE:	Until Filled

DEPARTMENT: Water Resources  
ADDRESS: 8116 Infirmary Road, Ravenna, Ohio 44266  
APPOINTING AUTHORITY: Portage County Board of Commissioners  
HOURLY WAGE: \$23.46 - 33.09/hour  
VACANCIES: 1

#### MINIMUM QUALIFICATIONS:

Bachelor's Degree in Civil Engineering is required, along with a minimum of three (3) years related experience and one (1) year supervisory experience. Management training, and wastewater and water operating certification are desired. Must possess a valid Ohio driver's license and maintain continuing eligibility under the existing County driver eligibility standards. Must obtain an Ohio Professional Engineering License within one year (1) of hire.

#### JOB DESCRIPTION:

Responsible for ensuring that design of new water and wastewater facilities in Portage County occurs in a responsive and efficient fashion. Responding to inquiries on available system capacity to potential new customers. Reviewing plans for new development to maintain adherence to design standards and long term plans. Maintenance of general plan for sewer and water. Coordinating external design contracts. Investigating and surveying sites. Preparing detailed plans and specifications. Preparing and obtaining necessary easements. Participating in department wide Total Quality Management teams. Reviewing shop drawings and coordinating as-built drawings. Relating relative project priorities. Coordinating the scheduling of projects. Plan review and site inspections of commercial/industrial users to avoid negative impact from discharge on sewers or treatment facilities. Preparing and coordinating monthly progress updates.

#### HOW TO APPLY:

- THE COUNTY APPLICATION FORM IS REQUIRED WHEN APPLYING FOR THIS POSITION.
- APPLICATIONS **MUST BE RECEIVED BY 4:30 P.M. ON THE CLOSING DATE** LISTED ABOVE.
- APPLICATIONS CAN BE DOWNLOADED FROM THE COUNTY WEBSITE: [www.co.portage.oh.us](http://www.co.portage.oh.us) OR PICKED UP ON THE 3rd FLOOR OF THE ADMINISTRATION BUILDING.
- APPLICATIONS CAN BE FAXED, EMAILED, MAILED OR SUBMITTED IN PERSON FROM 8:00 A.M. TO 4:30 P.M. MONDAY-FRIDAY:

**PORTAGE COUNTY HUMAN RESOURCES**  
449 S. MERIDIAN STREET, 3rd FLOOR  
RAVENNA, OHIO 44266  
EMAIL: [HRD@PORTAGECO.COM](mailto:HRD@PORTAGECO.COM)  
FAX: 330-298-4225

PORTAGE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER (EOE)