

## **PORTAGE COUNTY Water Resources**

**TITLE:** Engineering Technician I

**JOB OBJECTIVES:** Incumbent is responsible for the construction inspection of water and sanitary sewer projects in accordance with the Portage County Water Resources Department (PCWR) specifications and all other duties as assigned.

**ESSENTIAL JOB FUNCTIONS:**

- Inspect the installation of sanitary sewer lateral and water service connection to ensure compliance with PCWR specifications and rules and regulations.
- Drive daily to various locations within Portage County.
- Prepare detailed as-built drawings of all County sewer and water laterals and construction projects.
- Validate if appropriate sewer and/or water permits have been purchased.
- Validate contractor County registration.
- Inspect the installation of grease traps and grease interceptors to validate compliance with PCWR Specifications and design drawings.
- Conduct grease trap inspections, sampling, program audits, and Linko software data entry when requested.
- Ensure contractor compliance with OSHA construction, confined space, and trench safety regulations prior to entering any excavation for inspection purposes.
- Assist with investigating sewer and/or water complaints.
- Research PCWR utility records and mark County water and sewer utilities utilizing the Ohio Marking Standards as required by Ohio Utilities Protection Service (OUPS) tickets and utilize the OUPS positive response system.
- Inspect County public and private sewer and water main construction projects to validate compliance with PCWR Specifications and design drawings and specifications.
- Prepare daily construction inspection reports and coordinate daily construction activities with contractors and Construction Engineer for projects assigned.
- Maintain digital photo logs of Construction progress.
- Utilize a variety of measuring tools to determine heights, lengths, and departments for project compliance.
- Communicate daily with public, contractors, and PCWR Construction Manager.
- Utilize Microsoft Office Suite (Word, Excel, Access and Outlook).
- Utilize survey equipment to validate elevations and horizontal position.
- Operate global positioning satellite handheld unit.
- Ability to accomplish tasks with general guidance and some supervision.
- Demonstrate regular and predictable attendance.
- Operate a motor vehicle as needed to perform the essential functions.

## **NON-ESSENTIAL JOB FUNCTIONS:**

- Have basic knowledge of using CAD software.

## **I. JOB REQUIREMENTS**

**Equipment:** Incumbent uses the following equipment: computer, printer, hand tools (including but not limited to: drill, impact wrench screw driver, flashlight, tape measures, Global Positioning Satellite and Ground Penetrating Radar tools, sampling equipment, crowbar, metal detector, construction laser level, etc).

### **Critical Skills/Expertise:**

- Ability to listen, write and speak effectively.
- Ability to control multiple assignments and tasks and determine level of importance.
- Ability to effectively interact with the public, contractor, and co-workers to complete an assigned task.
- Ability to effectively resolve construction issues including unexpected site conditions and/or hazards that require quick and efficient resolution.
- Ability to work collaboratively with a group of people in order to meet a common goal.
- Ability to maintain accountability for assigned task.
- Ability to judge safety and workplace hazards. Evaluate quality and quantity of building materials and workmanship.
- Strong math skills in: whole numbers; integers; fractions; decimals; percentages; equivalent rational numbers; use of powers and roots; scientific notation; significant digits; rates; ratios; proportions; scales; measurement conversions; calculate areas, perimeters and volumes, and recognize common angles.
- Ability to use: basic text editing, formatting features of Word; basic software to edit and print digital pictures; database records to input inspections; basic functions of spreadsheets; basic functions of email software; basic functions of internet, and other programs such as MapQuest.

**Job Standards:** High School diploma or GED is required, along with minimum of five (5) years experience in water and/or sewer construction. Associates degree in Construction Technology may be substituted for two (2) years of work experience. Must possess a valid Ohio driver's license and motor vehicle liability insurance.

## **II. DIFFICULTY OF WORK**

Work involves complex, varied, relatively standardized and non standardized tasks, process and operations following established specifications and procedures.

## **III. RESPONSIBILITY**

Supervisor provides general guidance allowing for the planning of procedures and methods to attain objectives. Errors in work may cause delays in work or losses in expenditures for materials and/or equipment or unjustified work time.

## **IV. PERSONAL WORK RELATIONSHIPS**

Incumbent works directly under Construction Engineer and has contact with co-workers, other Portage County departments and other government agencies, private contractors and the general public. The purpose of these contacts is to inspect sewer and water construction projects and connections to PCWR public sewer and water

systems.

**V. PHYSICAL EFFORT AND WORK ENVIRONMENT**

**Physical**

**Requirements:**

Incumbent performs heavy work which may require lifting up to one hundred (100) pounds occasionally. Ability to operate a motor vehicle.

**Physical Activity:**

Incumbent performs the following physical activities: driving, standing, walking, bending, climbing, stooping, lifting, fingering, talking, hearing, and repetitive motions.

**Visual Activity:**

Incumbent performs work where the seeing job is close to the eyes.

**Job Location:**

Incumbent works inside and outside with exposure to adverse environmental conditions.