



Douglas E. Cade, PE, PS
County Engineer
1900 Lima Avenue
Findlay, Ohio 45840
419-422-7433

Job Opening: Full-time Deputy Engineer

The Hancock County Engineer's Office is seeking a full-time Deputy Engineer. The position will execute professional engineering work in a variety of county and township road, bridge, and drainage projects, involving both field and office procedures. Under general supervision of the County Engineer, the position will be required to design and coordinate related construction projects; provide engineering expertise in preparing staff members to work with specifications, plans, contracts, estimates, and reports involved in these projects; review work in progress and upon completion; review and inspect work performed under contract to ensure compliance with plans and specifications; perform computing and drafting work involved in and reducing field survey notes, traverses and closures; and prepare complex maps. The position will supervise and direct staff members; and, respond to inquiries and questions from engineers, developers, surveyors, county officials, and the public concerning operations of the organization. In the absence of the County Engineer, is responsible for the organization. Will perform other related duties as assigned.

Position to start as soon as possible.

Applications can be accessed at: [Engineer | Hancock County, OH](#)

To apply, please email completed application, along with resume/references to:

KREilerman@co.hancock.oh.us

or mail to:

Hancock County Engineer's Office

1900 Lima Avenue

Findlay, OH 45840

Job Title: Deputy Engineer

Civil Service Status:	Unclassified	DOT Status:	Non-DOT
Schedule (FT/PT):	Full-Time	Overtime Eligibility:	Exempt
Reports to:	County Engineer		

Job Summary

Execute professional engineering work in a variety of county and township road, bridge, and drainage projects, involving both field and office procedures. Under general supervision of the County Engineer, design and coordinate related construction projects. Provide engineering expertise in preparing staff members to work with specifications, plans, contracts, estimates, and reports involved in these projects. Review work in progress and upon completion; review and inspect work performed under contract to ensure compliance with plans and specifications; perform computing and drafting work involved in and reducing field survey notes, traverses and closures; and prepare complex maps. Supervise and direct staff members. In the absence of the County Engineer, is responsible for the organization. Respond to inquiries and questions from engineers, developers, surveyors, county officials, and the public concerning operations of the organization. Perform other related duties as assigned.

Essential Functions

Normal duties include, but are not limited to, the following:

- Plan, coordinate, supervise and direct activities to implement the Engineer's Office's projects and programs. Assign work load and provide project management oversight of work performed by subordinate staff members. Coordinate projects among subordinates, setting of priorities, and allocation of manpower, material, and equipment.
- Develop long-range programs and projects for approval of County Engineer. Plan, coordinate, direct, and participate in field surveying.
- Explain and implement work procedures and new policies. Provide clear verbal and written instruction and answer work-related questions. Make reports and presentations regarding progress in the completion of tasks.
- Responsible to ensure timely completion and cost control of projects. Guide projects from design through to bidding and construction. Monitor project progress to ensure design specifications, safety, and required standards are met. Verifies accuracy of drawings.
- Direct and implement policies, make personal evaluations, and exercise independent judgment in the implementation of policies, rules, and procedures of the County Engineer. Apply strong analytical and problem-solving skills to successfully complete work.
- Perform job safety analysis, determine work rules, and supply appropriate training for staff. Plan and execute emergency response activities as needed.
- Coordinate all project activity with Federal Highway Administration, Ohio Department of Transportation, municipalities, adjacent county agencies, utility companies, private contractors, and consultants when necessary. Interact with and handle inquiries from these entities and the public in a prompt and friendly manner.
- Search legal and property records to determine rights of ownership to parcels of land, dedications of property and descriptions and size of parcels or property, keep technical records and make operational reports, issue permits, review and approve plans and specifications.
- Attend conferences and/or evenings meetings throughout the community.

- Establish work standards of performance within own work section. Provide guidance for improvement and recommend recognition for achievements. Discuss problems relating to work with subordinates. Discipline staff of the County Engineer as needed. Disciplinary actions (oral and written) shall be documented and discussed with the County Engineer.
- Complete training as needed and maintain current licensure.
- Communicate effectively both verbally and in writing. Discuss with supervisor such matters as new projects, problems in work or with subordinates and other work-related matters to bring supervisor up-to-date on organization activities.
- Maintain regular, predictable, and punctual attendance.
- Establish and maintain cooperative, effective, and productive working relationships with coworkers, supervisors, and members of the public. Demonstrate tact, patience, courtesy, good judgment, and common sense.
- Effectively plan and organize work and complete tasks within prescribed timeframes.
- May perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work period, or otherwise to balance the workload.

Minimum Qualifications

- Bachelor's Degree in Civil Engineering is required.
- A minimum of four (4) years' experience in a County Engineer's office, or comparable training and experience is required.
- Licensure as a Professional Engineer (PE) or Surveyor (PS) is required.
- Qualified as NBIS Level 2 bridge inspector
- Thorough knowledge of State and County laws and regulations defining responsibilities of the County Engineer.
- Proficient in Microsoft Office suite or similar software, computer-assisted design (CAD) and other design, data recording, and analyzation software.
- Authorized to work in the US for any employer, on a full-time indefinite basis without the need for employment visa sponsorship now or in the future.
- Able to reliably commute to Findlay, OH work location.
- Available for work, on call, for all types of weather-related work such as snow and ice control, storm damage, floods, high winds, and vehicular-type emergencies.

Physical Requirements

(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Prolonged periods of working at a desk; and subjected to normal office noise and interruptions.
- Fine dexterity to operate keyboards, smart phones, and small controls.
- Able to use survey equipment, drafting tools and typical office equipment (including distinguishing graphics and visual patterns used in computer software).
- Hearing adequate to hear approaching vehicles, audible direction at a distance, over the radio/cell phone, and in-person conversations is required. Vision and depth perception adequate to safely drive, complete computer work, and read manuals and plans are required.
- Frequently stand for long periods of time, walk, bend, stoop, and climb over various grades.

- Occasionally lift and/or move weights up to 40 pounds; and climb a ladder up to 20 feet.
- Available for work after hours; on-call; and able to drive and/or provide own transportation consistently to various work site locations within Hancock County and surrounding counties.
- Able to perform work in all environmental conditions (including sustained exposure to dust, inclement weather and various outside temperature changes); and access and navigate job sites, including work on roadways alongside active traffic.

Disclaimer

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This document does not create or constitute a contract of employment. The Engineer's Office reserves the right to add, modify, alter, amend, or remove any portion of this position description at any time. All printed position descriptions are uncontrolled and must conform to the latest approved revision.