BID NO. 25-1 P

BELMONT COUNTY ENGINEER'S OFFICE
POSITION VACANCY POSTING

THE BELMONT COUNTY ENGINEER IS ACCEPTING APPLICATIONS FOR
FULL TIME POSITION OF DEPUTY ENGINEER

Position Title:	Deputy Engineer	Date:	January 13, 2025
Hourly Rate:	Depending on Qualifications/Experience	Deadline:	Until Position is Filled

JOB RESPONSIBILITIES:
Works under the direction of the County Engineer in planning, and coordinating departmental office, road and bridge projects. Provides technical and engineering and surveying advice and assistance to office, road and bridge supervisors, performs other related duties as required.

JOB DESCRIPTION:
Assists County Engineer in managing departmental operations and policies. Assists County Engineer in planning department road and bridge Projects. Provides technical, engineering and surveying advice and assistance to office, road and bridge supervisors. Resolves project engineering/surveying problems and ensures project work is completed according to established department policy, standard operation procedures, State of Ohio codes and standards. Resolves departmental engineering/surveying and project problems in the absence of the County Engineer. Performs engineering design and cost analysis for road, bridge, culvet, and guardrail projects. Submits proposed plan to County Engineer for approval. Inspect new bridges for compliance with approved construction plans and specifications. Inspects and/or assists in the inspection of existing bridges as necessary. Conducts field inspection of proposed subdivisions. Prepares permits for oil and gas drillers, coal, gas, telephone and other utility companies. Writes specifications and performs cost analysis for resurfacing projects, bridge projects, paint striping, dust control, and other departmental projects. Processes road vacations and/or dedicates and makes appropriate changes onto County Highway Maps. Conducts road views as required and reports findings to County Board of Commissioners and County Engineer. Appraises, negotiates, and closes County Right-of-Ways. Prepares instrument and other documentation as necessary. Prepares bids for various contracting out road and bridge projects. Attends bid awards representing County Engineer at County Board of Commissioners meetings. Assists and consults with County Engineer on awarding of bids. Establishes, maintains and updates inventory records of all County Road signs and culverts consisting of date and location of installation. Determines installation and location of County Road Signs. Conducts traffic counts and speed zone studies on County Highways as required. Provides various engineering and technical information to township officials, other public officials and general public.

QUALIFICATIONS:
Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed above.
An example of an acceptable qualification for this position is:
Registered Engineer in State of Ohio and Registered Surveyor in State of Ohio.
Individual must possess valid Ohio Driver's License.
Capable of lifting and carrying various field instruments for long periods of time over rough, hilly terrain weighing approximately 60 pounds, maybe exposed to inclement seasonal weather.
Must pass physical examination including Drug and Alcohol Screening.

The Belmont County Engineer is an equal opportunity employer and supports the American with Disabilities Act. Qualified Females and Minorities are encouraged to apply.

Candidates who meet the qualifications and wish to apply may do so by filling out an application and turning the applications with resume into the Engineer's Office.

Belmont County Engineer
101 W. Main Street, Courthouse
St. Clairsville, OH 43950
740-699-2160