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County Engineer
1900 Lima Avenue
Findlay, Ohio 45840
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Job Opening: Fall & Winter 2025 Civil Engineering Interns

The Hancock County Engineer's Office located in Findlay, Ohio is seeking civil engineering interns for each fall 2025 and winter 2025 school sessions. Under supervision of the County/Deputy Engineer, the intern will apply civil engineering coursework principles to perform a variety of tasks to assist with completion of county highway maintenance, repair, and construction projects. The intern will provide support for engineering projects, performing calculations, computer aided design/drafting, modeling, checking drawings, field inspection, document scanning and administrative work. The intern will work in a team-oriented environment; and may perform other related duties as assigned. Candidates must be currently enrolled and in good academic standing at an accredited engineering school, having completed freshman year (minimum) towards a bachelor's degree in Civil Engineering; possess organizational skills, strong attention to detail; be able to read cursive writing; be able to work independently and as part of a team; possess strong communication skills; and interact well with all project stakeholders. The candidate must be proficient with Microsoft Office suite or similar software; self-motivated, and an eager learner, with aptitude to grow and develop within the field; previous experience with AutoCAD software is preferred. Work will be in a typical office environment, using computers, will include sedentary work for long periods of time; field work may include exposure to the elements including inclement weather; will require traveling, accessing and navigating various project sites; and will require lifting up to 40 pounds at a time. Candidates must be 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; and must be able to reliably commute to Findlay, OH work location.

Approximate start date: Fall Session 2025 or Winter Session 2025

Work schedule: Monday – Friday: 7:00 am – 3:30 pm.

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

If interested, please email completed application, along with resume/references as soon as possible to:

KREilerman@co.hancock.oh.us

or mail to:

Kristi R. Eilerman

Hancock County Engineer's Office

1900 Lima Avenue

Findlay, OH 45840

Job Title: Fall 2025 / Winter 2025 Civil Engineering Intern

Civil Service Status: Temporary (Unclassified)
Schedule (FT/PT): Full-Time
Reports to: County Engineer

DOT Status: Non-DOT
Overtime Eligibility: Non-Exempt

Job Summary

Under supervision of the County/Deputy Engineer, the summer intern is responsible to apply civil engineering coursework principles to perform a variety of tasks to assist with completion of county highway maintenance, repair and construction projects. Provide support for engineering projects, doing calculations, computer aided design/drafting, modeling, checking drawings, field inspection, document scanning and administrative work. Work in a team-oriented environment that encourages active participation in meetings. Perform other related duties as assigned.

Essential Functions

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

- Working under close supervision of the County Engineer and Deputy Engineer, assist in preparing business/engineering plans, designs, specifications, cost estimates, evaluations and/or studies. Read/interpret construction plans and documents as well as compute quantities and verify measurements.
- Assist in research, business documentation, and studies such as pavement condition assessments on county roadways and roadway width measurements. Compile collected data and maintain database with detailed information.
- Conduct analyses, investigations, verifications, and summarize results or findings in written reports or oral presentations. Complete roadway data collection. Compile digital recordings of roadway conditions.
- Complete document scanning and indexing of engineering related documents.
- Conduct field inspections such as bridge inspection and road construction inspection on a limited basis.
- Make reports or presentations regarding progress in the completion of tasks.
- Use internal resources to learn business/engineering operations/functions and apply learning in completion of work assignments.
- Coordinate efforts with others in achieving project goals and to ensure timely completion of assigned tasks.
- Apply analytical and problem-solving skills to successfully complete work.
- Interact with and handle inquiries from project stakeholders/others in a prompt and friendly manner.
- Receive guidance concerning programs and the method of operation.
- Maintain regular, predictable, and punctual attendance.

- Effectively communicate both verbally and in writing, with the ability to read cursive writing. Work well as part of a team and interact effectively with all project stakeholders.
- 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.

Minimum Qualifications

- Currently enrolled, and in good academic standing, in an undergraduate degree program at an accredited engineering school. Must have completed first year (minimum) towards a bachelor's degree in Civil Engineering.
- Good organizational skills with strong attention to detail; able to read cursive writing; able to work independently and as part of a team.
- Previous experience with AutoCAD software is preferred.
- Proficient with Microsoft Office suite or similar software.
- Self-motivated and eager learner, aptitude to grow and develop within the field.
- 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.

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.)

- Typical office environment, 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 typical office equipment (including distinguishing graphics and visual patterns used in computer software).
- 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.
- 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 at a time.

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.