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County Engineer
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Findlay, Ohio 45840
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Job Opening: Full-time Bridge and Construction Engineer

The Hancock County Engineer's Office located in Findlay, Ohio is seeking a full-time Bridge and Construction Engineer/Engineer in Training. This 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 insure 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; respond to inquiries and questions from engineers, developers, surveyors, county officials, and the public concerning operations of the department; and perform other related duties as assigned.

Candidates must have a B.S. Civil Engineering; have or ability to obtain PE and PS registration; have or ability to obtain NBIS level 2 bridge inspector; experience in a County Engineer's office is preferred, or comparable training and experience; proficient in Microsoft Office suite or similar software, computer-assisted design (CAD) and other design, data recording and analyzation software. Must be available for work after hours, on-call, and be able to travel to various project sites; perform work in all environmental conditions; access and navigate job sites; climb ladder up to 20 feet; and lift up to 40 pounds.

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: Engineer in Training / Bridge and Construction Engineer

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

Job Summary

Under supervision of the Deputy County Engineer and/or County Engineer, the Engineer in Training will perform various engineering assignments in connection with design and construction of county and township road, bridge, culvert, drainage, and subdivision projects. Execute difficult and complex sub-professional engineering work in the office and in the field. Through on-the-job training, develop practical proficiency in the use of engineering training received in school. Receive varying levels of instruction and work review depending on ability and progress through training period. Assist in performing surveys for highways and bridges in a transportation engineering environment. Perform bridge design duties, bridge safety inspections; preparation of geotechnical reports, etc.; and preparation of highway and bridge construction projects. Work in a team-oriented environment. Serve as a liaison and organization representative for project related information. Perform other related work as required.

Essential Functions

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

- Design and develop plans for roads, bridges, culverts, ditches and drainage structures. Prepare related designs, specifications and estimates.
- Calculate and estimate costs of improvements, project costs, and develop economic alternatives.
- Possess knowledge and ability to use skilled drafting equipment and techniques. Independently apply knowledge and skill to prepare contracts; develop engineering drawings, including drawing and updating maps; complete site surveys; and write engineering specifications and other related technical reports.
- Inspect projects under construction for conformance with plans, specifications, job safety requirements and workmanship. Apply strong analytical and problem-solving skills to successfully complete work.
- Serve as the quality assurance/quality control coordinator for bridges. Design bridge projects, prepare and oversee the bridge construction schedule, inspection (including fracture critical inspection) and repair to ensure these are completed in compliance with NBIS 23 metrics, whether completed internally or contracted via a consultant.
- Apply proficient knowledge of road establishment and right-of-way laws.
- Design structural plans, coordinate changes, and provide guidance through the building process. Estimate traffic load and soil strength for bridges. Trouble-shoot problems and resolve issues among concerned parties.
- Work in conjunctions with construction managers, inspectors, local officials and other parties to ensure projects meet all safety and government standards in the design, including materials used and structural elements, while accommodating deadlines, budget guidelines, and other considerations. Visually inspect, and interpret plans and specifications for construction crews and contractors.
- Assist and supervise ditch maintenance, including spraying, brush cutting, sand bar removal, tile repair, and other necessary tasks.
- Prepare road striping program, contract documents, field marking, and supervise installation.
- Prepare final measurements and estimates.

- Research legal and property records to determine rights of ownership to parcels of land, updated changes of property ownership and descriptions and size of parcels of property, keep technical records, make operational reports, and determine any assessments to property owners.
- Maintain contact, and interact with organization employees, county agencies, utility companies, contractors and the public to handle daily inquiries, and/or provide written responses to inquiries, in a prompt and friendly manner.
- Use computer systems and specialty software for data entry, record storage, retrieval and information searches. Assist in the set up and use of computers for the Engineering Office.
- Complete training as needed and maintain current licensure as applicable.
- 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.
- Attend conferences and/or evening meetings throughout the community.
- Participate in emergency response activities as needed. 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.
- Maintain regular, predictable, and punctual attendance.
- Establish and maintain cooperative, effective, and productive working relationships with coworkers, supervisors, and members of the public. Communicate effectively both verbally and in writing. 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.
- Licensed or licensable as a Professional Engineer (PE); must obtain licensure within the specified time period.
- Licensed or licensable as a Professional Surveyor (PS) licensure; must obtain licensure within the specified time period.
- Certified or certifiable as NBIS Level 2 bridge inspector certification; must obtain certification within the specified time period.
- 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 U.S. 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.)

- Prolonged periods working at a desk; subjected to normal office noise and interruptions.
- Fine dexterity to operate keyboards, smart phones, and small controls.

- Ability 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.