

**Job Opportunity #2302**  
**Posted from Friday, August 20, 2021 until filled**

**Position:** Sanitary Engineer  
**Department:** Water Resources  
**Grade:** WR14E (Unclassified and Exempt from Overtime)  
**Compensation:** \$40.21/Hr. Excellent Benefits Package

**Definition:** Under general direction from the Director, acts as the engineering representative for the Board of Commissioners in matters regarding water and wastewater and to manage the engineering section of the Water Resources department. Performs other duties as assigned or required.

*Typical Examples of Duties and Percentage of Time:*

- 20-30% Directs other engineers, draftsmen and inspectors in department functions; plans, assigns, reviews and coordinates work activities; provides work instruction and training; maintains work standards; responds to employee issues and concerns; interviews and recommends candidates for hire; evaluates performance and recommends evaluation outcomes.
- 15-25% Assists the Director in departmental planning; assists in preparing and implementing goals, policy and procedures. Plans for new and ongoing wastewater and water facilities.
- 10-20% Designs and reviews the design of water and wastewater facilities; prepares and approves changes.
- 10-25% Oversees construction projects. Supervises field survey work as necessary.
- 25-35% Prepares a variety of regulatory and department reports, permits, documents and correspondence; prepares orders, applications and pay requests.
- 10-15% Attends GCDWR and external agency sewer/water related meetings.
- 10-20% Perform general administrative functions and works with field staff regarding operational needs.

*Knowledge, Skills and Abilities:*

Knowledge of (1) engineering principles, methods and practices applicable in the sanitary engineering field, (2) laws, regulations and standards promulgated by federal and state agencies applicable to pollution control in the sanitary engineering field, (3) research methods, procedures and techniques, (4) procedures and functions of county engineering, (5) structural analysis, (6) effective supervisory techniques, and (7) GIS data and ability to create and modify infrastructure maps using various software applications.

Skill in (8) use of modern computer software and data management programs.

Ability to (9) prepare and review contracts, (10) collect and analyze data, (11) establish and maintain effective working relationships with others, (12) plan and coordinate the field work of subordinates, (13) maintain records and prepare detailed technical reports and (14) speak/present at public meetings.

*Suggested Training and Experience Requirements:*

Bachelor's degree in civil engineering with Master's level course work in the field – Master's degree preferred – and seven years of water/wastewater design engineering experience; or any combination of education and experience that provides the requisite knowledge, skills and abilities of the job. Position requires Ohio Professional Engineer license and a valid Ohio driver's license.

*Additional Requirements:*

Must pass (test negative) pre-employment drug test.

May work flexible schedule.

Must possess valid Ohio driver's license and maintain acceptable driving record.

May drive personal vehicle for county business.

Is subject to inside and outside environmental conditions.

Require vision (which may be corrected) to read small print.

May be required to attend periodic evening meetings and/or to travel within and out of the county to attend meetings.

Please submit an *Application for Employment* and resume to **the Geauga County Commissioners, Attn: HR Administrator #2302, 470 Center Street Bldg. #4, Chardon OH 44024**. Please refer to details and application at <https://www.co.geauga.oh.us/Notices/Jobs>.

UNCLASSIFIED SERVICE ACKNOWLEDGEMENT FORM

I, \_\_\_\_\_, acknowledge  
that the position of \_\_\_\_\_ that I occupy in the  
\_\_\_\_\_ is exempted in the unclassified  
service per Section 124.11 (A) (\_\_\_\_\_) of the Revised Code. I also acknowledge that I serve at the  
pleasure of the appointing authority, and understand that I have no protection under the civil service  
laws.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date