



# COSHOCTON COUNTY ENGINEER

## Assistant County Engineer

### Unclassified Job Description

**Supervisor:** County Engineer  
**FLSA Status:** Hourly, Non-Exempt  
**Salary Range:** \$25.00 - \$33.00 per hour  
**Classification:** Full Time (40 hours per week)

**Location:** Coshocton County Engineer's Office, 23194 County Road 621, Coshocton, Ohio

**Hours of Work:** Monday – Friday 7:00 a.m. to 4:00 p.m.

**Overtime:** This position is subject to and must be available for overtime, as needed.

### Essential Duties and Responsibilities

This position represents the County Engineer in the following matters:

- Assist County Engineer and Deputy Engineer with day to day activities;
- Assist Deputy Engineer with surveying tasks;
- Communicate verbally and in writing to public inquiries and complaints in a professional manner regarding engineering projects as well as other engineering related issues
- Resolve conflicts and work cooperatively with others;
- Corresponds with agencies to obtain grant and loan funding
- Demonstrates regular and predictable attendance
- Performs other related duties as assigned
- Attends various training sessions, video conferences, and workshops;
- Performs typing, word processing, and related computer operations;
- Works overtime and outside of typical work schedule/business hours as required;
- Project Management on construction projects, bridge construction, maintenance drainage projects, etc.;
- Engages in engineering research and reviews contractors' bid proposals, contract documents, and performs preliminary surveys and related field work necessary for design and calculations;
- Reviews plans and specifications submitted by consulting engineers, contractors, and developers, to verify compliance with standards and regulations;
- Visits work sites and inspects project progress; ensures work is performed according to plans, specifications, and/or instructions; prepares reports of findings; maintains inspection logs;
- Utilizes CAD to prepare design drawings;
- Responsible for all engineering, technical disciplines assuring project accuracy, and quality from conception to completion
- Follows all of the Engineer's safety policies and procedures;
- This is an unclassified position which serves at the will of the County Engineer.;

### Supervisory Responsibilities

This position will have limited supervisory responsibilities.

### Competency

To perform the job successfully, an individual should demonstrate the following competencies:

- Communicates well with the public
- Carry out written or oral instructions
- Cooperatively work alone or with co-workers
- Intermediate computer skills
- Familiarity with AutoCAD
- Willing to learn

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Potential candidate must have a Driver's License in valid status and an acceptable driving record.

### **Education and/or Experience**

Minimum of associate's degree in construction engineering, civil engineering, or surveying related fields is required for this position. Bachelor's degree in engineering preferred, but not required.

### **Licenses**

Ability to obtain Professional Engineer or Professional Surveyor license preferred.

### **Language Skills**

Ability to read and comprehend simple instructions, manuals, short correspondences, and to communicate information effectively to constituents. Ability to provide information in written format regarding details of work performed. Must have the ability to work as a team or independently on the projects, as necessary.

### **Mathematical Skills**

Intermediate understanding of math skills including basic arithmetic, geometry, cost accounting and preparing information for billing, such as quantities used and the cost of items.

### **Computer Skills**

Intermediate computer skills are required for this position including Microsoft Office products, word processing, spreadsheet entry and analysis, and email functions.