

**Position:** Professional Engineer (2138-50)

**Location:** Cincinnati, OH

**Job Id:** 2138-50

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**Professional Engineer (2138-50)**

**Deadline to Apply:**

Until Filled

**Work Location:**

Various Locations

**Work Hours:**

1st Shift, 40 Hours

**FOR SERIOUS CONSIDERATION, PLEASE SUBMIT A RESUME WITH APPLICATION**

**GENERAL DESCRIPTION:**

Under general direction, the Professional Engineer coordinates and reviews tasks involving the design of highways, roads, storm sewers, culverts and bridges, traffic/transportation and/or other civil engineering type of infrastructure.

**QUALIFICATIONS:**

Bachelor's Degree from an accredited college or university with major course work in Civil Engineering or related field and two (2) years' work experience in the planning and design of highways, roads, storm sewers, culverts, bridges or other related construction structures or systems; or any equivalent combination of education, experience, and training which provides the required knowledge, skills and abilities.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

Must possess a valid state of residency driver's license. Must remain insurable under the County's vehicle insurance policy. Must possess a Professional Engineer's registration as issued by the State of Ohio (or another State with ability to obtain Ohio registration within 6 months).

**ESSENTIAL FUNCTIONS OF THE POSITION:** For purposes of 42 USC 12101:

- Coordinates community road, highway and or traffic related projects with ODOT, Townships and/or other local jurisdictions;
- Coordinates construction and/or design work with other agencies as well as plans for future Capital Improvements Projects;
- Studies project concept, construction drawings, and models and designs roadway/ bridge projects as requested, prepares work orders and engineering drawings required for repairs and reconstruction of roadway/bridge projects;
- Collect and studies reports, maps, drawings, blueprints, aerial photographs and tests on soil composition, terrain, hydrological characteristics, and related topographical and geologic

data, prepares engineering designs and makes recommendations to repair and/or improve highways, roads, storm sewers, culverts, bridges and/or other civil engineering type infrastructure;

- Prepares engineering documents by developing construction specifications, plans and schedules;
- Determines project costs by calculating labor, material, and related costs;
- Confirms adherence to construction specifications and safety standards by monitoring project progress, inspecting construction site, and verifying calculations and placements;
- Maintains project data base by writing computer programs, entering data, completing backups;
- Coordinates and prepares plans and specifications for county infrastructure projects;
- Reviews construction plans from developers, consultants, and other County Engineer departments etc.;
- Performs documentation and tracks and analyzes data for reports;
- Verifies agreements for invoices and assists in reviewing complaints and resolving problems;
- Reviews contractor pay estimates, change orders, time extensions and other construction management activities as needed;
- Responds to queries from the general public and other departments;
- Attends meetings and serves on committees as directed, attends training and seminars as directed;
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions;
- Demonstrates regular and predictable attendance;
- Due to the nature of the job, when scheduled for on call assignment, the Professional Engineer must be available to return to work after normal work hours or on weekends and/or holidays when called to do so;
- Performs other duties as assigned;

Knowledge of:

- County and departmental goals, objectives policies and procedures (can be developed after employment);
- Two-way radio operations;
- GIS software;
- Civil engineering, bridge design, construction, traffic/transportation and maintenance;
- Inventory control;
- Traffic controls; traffic signals; road construction, maintenance and repair; sewer construction, maintenance and repair;
- Public relations, supervisory principles and practices, office practices and procedures;

Skill in:

- Typing, data entry, word processing, computer operation, computer programs (e.g., CAD software and applications, Microsoft Office, Microsoft Windows based software),
- Adding machine or calculator operation, use of modern office equipment;

Ability to:

- Define problems, collect data, establish facts, and draw valid conclusions;
- Add, subtract, multiply and divide whole numbers, calculate fractions, decimals, and percentages, apply concepts of calculus or trigonometry;
- Prepare accurate documentation, copy records precisely without error, copy material accurately and recognize grammatical and spelling errors;
- Complete routine forms; prepare routine correspondence; compile and prepare reports; communicate effectively; understand a variety of written and/or verbal communications; write instructions and specifications; gather, collate, and classify information; answer routine telephone inquiries;
- Develop and maintain effective working relationships; travel to and gain access to worksite.