

ASHLAND COUNTY ENGINEER

POSITION APPLICATION ANNOUNCEMENT

The Ashland County Engineer, Edward J. Meixner, P.E., P.S., has announced that applications are being taken for the position of Bridge Engineer. This is an entry level position. Applications will be accepted from all qualified applicants. The office of the Ashland County Engineer is an EEO employer.

QUALIFICATIONS: At a minimum the applicant must hold a Bachelor's Degree in Civil Engineering, a valid driver's license, and meet the qualifications of the job description. Preferred applicants shall have passed the Fundamentals of Engineering Exam.

COMPENSATION: \$60,000.00 - \$80,000

BENEFITS: Health Insurance, Public Employees Retirement System, State Holidays, Vacation, Sick Leave, Life Insurance, and more.

HOW TO APPLY: Submit to the office of the Ashland County Engineer, 1511 Cleveland Avenue, Ashland, OH, 44805; engineer@ashlandcounty.org the following:

- (1) Letter of application - this is important as our office may be hiring multiple positions.
- (2) Resume
- (3) References
- (4) Transcript
- (5) A completed Schedule "C" as attached.
- (6) A completed "Applicant's Certification" form signed and sealed by a Notary Public.

CLOSE DATE: Applications will be accepted until position is filled.

**Ashland County Highway Department
1511 Cleveland Avenue
Ashland, OH 44805**

BENCHMARK JOB DESCRIPTION

POSITION TITLE: BRIDGE ENGINEER (Entry Level Position)

POSITION CATEGORY:

- Work is managerial, confidential, fiduciary, and strictly at the discretion of the County Engineer. The Federal Labor Standards Act status for this position is “non-exempt.” The Civil Service Status is “unclassified.”

JOB OBJECTIVES:

- Under the direction of the County Engineer, performs design, construction, and maintenance activities of the County Engineer’s office and assists with the drafting, surveying, estimating, construction inspection, and civil engineering functions of the County Engineer. Performs annual bridge inspections. Maintains and updates bridge inventory, inspections, and load ratings.

ESSENTIAL JOB FUNCTIONS:

- Provides for the development, design, and review of road, bridge, and drainage plans in accordance with appropriate specifications.
- Provides for the review of consultant plans and the administration of consultant contracts to include compliance to specifications.
- Supervises and/or conducts inspections on construction contract and/or in-house projects to ensure compliance with specifications and plans.
- Performs calculations for hydrologic/hydraulic, structural, and roadway designs; traffic accident and speed study analysis; and construction and material estimates.
- Provides and assists in the completion of the county bridge annual inspection program to include the filing of reports and maintenance of inventories and databases.
- Performs load rating analysis for bridge inventory.
- Assists in the development and implementation of computer operations and programs.
- Provides coordination with utility companies during design and construction phases of projects.
- Assists in performing topographic, property, and right-of-way surveying to collect data as needed for design purposes and construction layout staking.
- Interacts and/or meets with representatives of both private and public agencies in obtaining and furnishing information to ensure effective and efficient operation of the County Engineer’s office and to resolve complaints.
- Attends professional education and training sessions, seminars, and workshops as directed.
- Recommends policies to County Engineer when required.
- Performs other related office and field duties as required.
- May be required to act on behalf of the County Engineer in his absence.
- Provides regular and predictable attendance.

NON-ESSENTIAL JOB FUNCTIONS:

- Answers telephone and meets the public in the absence of other office personnel;
- Performs related Essential/Non-Essential functions, at the same level of skill and knowledge, as required.

JOB REQUIREMENTS:

- Ability to operate and use a variety of automated office equipment to include computer and related software, calculator, telephone, fax machine and copier/printer. Ability to use surveying equipment to include transit, level, electronic distance measuring equipment, GPS equipment, and other related equipment. Ability to drive automobiles and pick-up trucks.

CRITICAL SKILLS/EXPERTISE:

- Thorough knowledge of civil engineering and surveying principles, practices and techniques and the ability to apply these as required to the construction, repair, and maintenance activities of county roadway and bridge systems
- Thorough knowledge of department and purpose including the policies, procedures and guidelines and their relationship to and impact upon projects and work assignments
- Broad knowledge of bridge inspection procedures needed to either perform the work activities or oversee the bridge inspector and to accurately determine conditions and apply these as required
- Broad knowledge of human relations and the ability to manage personnel as required and as related to department needs
- Ability to plan, formulate and carry out programs and policies relevant to the civil engineering and surveying profession
- Ability to read, interpret, evaluate and apply, as necessary, a wide variety of construction and design plans, manuals and specifications and other technical literature
- Ability to supervise, train, and delegate responsibilities and authority to subordinates consistent with their duties and abilities
- Ability to develop and maintain effective, cooperative and productive work relationships
- Ability to use common English language to effectively communicate, both in oral and written form
- Ability to maintain confidentiality

JOB STANDARDS:

- Bachelor's Degree in Civil Engineering and a valid State of Ohio Driver's License. Preferred incumbent shall have passed the Fundamentals of Engineering Exam.

DIFFICULTY OF WORK

- Work involves consideration of numerous complex variables and technical knowledge to establish and achieve program goals. Incumbent is required to exercise a great deal of technical and administrative judgment in planning, organizing and establishing work priorities and interpreting and applying Federal, State, and County statutes and standards as required by the work assignments.

RESPONSIBILITY

- Incumbent is required to exercise prudent judgment, leadership, direction and authority assisting the County Engineer to plan, initiate and properly execute administrative and operational programs at the departmental level to ensure that the department's priorities are timely executed and in agreement with County, State and Federal statutes and standards.

PERSONAL WORK RELATIONSHIPS

- The incumbent interacts with all personnel of the Highway Department and representatives of both private and public entities to convey information, issue instructions, answer questions, resolve problems and assure cooperation and co-ordinate projects to efficiently and effectively bring work assignments and projects to successful fruition.

PHYSICAL EFFORT AND WORK ENVIRONMENT

- Incumbent works in a modern office environment where no unusual physical demands are required and outdoors where incumbent is exposed to extremes in temperature and weather conditions. Incumbent's work effort during surveying and bridge inspection activities may involve prolonged and frequent standing, walking, climbing up and down embankments and over fences, wading streams and bending or crouching in small and/or confined areas. Incumbent is exposed to a variety of wildlife and/or livestock while carrying out the work assignments. Incumbent must be able to carry, set up and use surveying equipment in various topographical surroundings. Good vision and hearing acuity are required to read instruments, make fine adjustments and to converse at a distance with associate personnel. Incumbent is required to have unrestricted movements of neck, arms, hands, fingers, hip joints, legs and feet to carry out work assignments related to overseeing and/or performing drafting and surveying activities.

SCHEDULE C

For positions that may on occasion drive a county vehicle or any other vehicle on behalf of the county.

First, middle & last name: _____

Address: _____

Ohio Driver License Number: _____

Social Security Number: _____

Date of Birth: _____

(THE ABOVE INFORMATION IS REQUIRED BY THE STATE OF OHIO TO RUN A MVR)

Position applied for: _____

Questionnaire:

During the previous thirty-six months, have you been involved in any of the following:

1. Had any medical or other condition which would limit, restrict, or impair your driving?
2. Had automobile insurance rejected, cancelled, refused or been in a high risk insurance?
3. Been involved in any accidents either at fault or not at fault?
4. Been arrested for any traffic related incidents?
5. Had any traffic violations other than overtime parking?

Please provide all details including date and location for any question that was answered "yes". Attach additional sheets if necessary.

I understand that as a condition of employment I must have a current and valid Ohio driver's license and an acceptable driving record which meets the standards of the county's auto liability insurer.

I further understand that I must provide, with my application, proof of personal auto liability insurance that meets the requirements of the state of Ohio and existing county minimum requirements.

I further understand that the county will request a copy of the bureau of motor vehicles report showing my driving record for all states that I have resided in during the past thirty-six months (3 years) period.

I understand that by giving incorrect information or by omitting information I am falsifying my application and therefore subject to dismissal if hired. I further agree to report to my supervisor any accidents, arrests, violations, or cancellation of personal insurance as soon as possible after they occur and prior to driving any vehicle on behalf of the county.

Prior to driving on behalf of the county: I declare I am familiar with the county resolution requiring driving suspensions for a poor driving record. I understand all of the above and agree to all requirements. I further attest that all statements made by me in this report are true to the best of my knowledge.

APPLICANT SIGNATURE

DATE

APPLICANT'S CERTIFICATION

I understand that my appointment or employment will be contingent upon the results of a complete background investigation. I am aware that any omission, falsification, misstatement, or misrepresentation will be the basis for my disqualification as an applicant or my dismissal from the County, regardless of when such omission, falsification, misstatement, or misrepresentation may be discovered. I agree to the conditions and certify that all statements made by me on this application are true and complete, to the best of my knowledge. I also understand that I may be fingerprinted and a criminal background check through either the State of Ohio and/or the United States Federal Bureau of Investigation may be obtained. I understand that this employment application shall become the property of the County and that it and the information received in response to the background examination are public records.

I also understand that I may be required to furnish the County with a copy of my Income Tax Return for the year preceding this application and for each year during my employment or appointment.

I further understand and agree that my employment or appointment will be contingent upon the results of a complete drug test and any other medical or psychological examination reasonably necessary to determine my fitness for employment.

I understand that the use of drugs or alcohol is not permitted during work time, whether paid or unpaid, on County property, including vehicles at any time.

I understand that my continued employment or appointment may be contingent upon the results of medical or psychological examinations that I may be required to take during the term of my employment or appointment and the maintenance of personal physical fitness, to the degree necessary, to perform satisfactorily the duties of my position or assignment with the County.

I understand the following types of information will be collected: employment and educational histories; medical, military, insurance, credit and financial information, motor vehicle and police records; information about my abilities, family, character, lifestyle, and organization memberships, and information about any current drug use via drug testing. Information will be obtained by letter, by telephone, and by personal interview with both primary and secondary sources. This information is used as one element for appointment decisions.

I authorize any of the persons or organizations referenced in this application to furnish information, personal or otherwise, regarding my ability and fitness for employment or appointment with the County and I relieve all such parties and the County from any and all liability for any damage that might result from furnishing such information to the County.

I agree to conform to the rules, regulations, and orders of the County and acknowledge that these rules, regulations, and orders may be changed, interpreted, withdrawn, or added to by the County, at its discretion, at any time and without any prior notice to me.

Signature of Applicant

Subscribed and sworn to be according to the law by the above named applicant on the

_____ day of _____, 20_____.

Notary Public