



**Douglas E. Cade, PE, PS**  
**County Engineer**  
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## **Deputy Engineer**

Hancock County Engineer's Office is seeking a full-time Deputy Engineer. 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; PE and SE certificates; qualified as NBIS level 2 bridge inspector; minimum of 4 years' experience in a County Engineer's office, or comparable training and experience; thorough knowledge of state and county laws and regulations defining responsibilities of the County Engineer; and must be proficient in Microsoft Office suite or similar software, computer-assisted design, 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 15 pounds at a time.

Read more: ([Hancock County Engineer](#)) To apply, please return completed [application](#) (link), resume, and references.

Classification: Unclassified Status: Full-Time

## Job Title: Deputy Engineer

### Job Description

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, 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. Supervise and direct staff members. In the absence of the County Engineer, is responsible for the department. Respond to inquiries and questions from engineers, developers, surveyors, county officials, and the public concerning operations of the department. Perform other related duties as assigned.

### Essential Functions

Performs, but is not limited to, the following duties:

- Plan, coordinate, supervise and direct activities to facilitate implementation of the Engineer's Office's projects and programs. Assign work load and provide project management oversight of work performed by subordinate staff members. Coordinate projects among subordinates, setting of priorities, and allocation of manpower, material, and equipment.
- Plan and develop long-range programs and projects for approval of County Engineer. Plan, coordinate, direct, and participate in field surveying.
- Conduct meetings to explain work procedures on new policies. Provide clear verbal and written instruction, and answer work-related questions. Make reports and presentations regarding progress in the completion of tasks.
- Responsible to ensure timely completion and cost control of projects. Guide projects from design through to bidding and construction. Monitor project progress to ensure design specifications, safety, and required standards are met. Verifies accuracy of drawings.
- Direct and implement policies, make personal evaluations, and exercise independent judgment in the implementation of policies, rules, and procedures of the County Engineer. Apply strong analytical and problem-solving skills to successfully complete work.
- Perform job safety analysis, determine work rules, and supply appropriate training for staff. Plan and execute emergency response activities as needed.
- Coordinate all project activity with Federal Highway Administration, Ohio Department of Transportation, municipalities, adjacent county agencies, utility companies, private contractors, and consultants when necessary. Interact with and handle inquiries from these entities and the public in a prompt and friendly manner.

Original Adoption Date: January 27, 2021

Revision Date: \_\_\_\_\_

Classification: Unclassified Status: Full-Time

- Search legal and property records to determine rights of ownership to parcels of land, dedications of property and descriptions and size of parcels or property, keep technical records and make operational reports, issue permits, review and approve plans and specifications.
- Available to attend conferences and/or evenings meetings throughout the community.
- 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.
- Establish work standards of performance within own work section. Provide guidance for improvement and recommend recognition for achievements. Discuss problems relating to work with subordinates. Discipline staff of the County Engineer as needed.
- Receive guidance concerning programs and the method of operation. Complete training as needed and maintain current licensure. 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 department activities.

#### Qualifications

- Bachelor's Degree in Civil Engineering is required.
- A minimum of four (4) years' experience in a County Engineer's office, or comparable training and experience is required.
- Licensure as a Professional Engineer (PE) and Surveyor (PS) is required.
- Qualified as NBIS Level 2 bridge inspector
- Thorough knowledge of State and County laws and regulations defining responsibilities of the County Engineer.
- Proficient in Microsoft Office suite or similar software, computer-assisted design (CAD) and other design, data recording, and analyzation software.

#### Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.
- Must be able to climb a ladder up to 20 feet.
- Must be available for work after hours, on-call, and be able to travel to various project sites.
- Must be able to perform work in all environmental conditions and access and navigate job sites.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.