

# Deputy Drainage Engineer

Classification: Classified  
FLSA Qualification: Not Exempt  
Employment Status: Full Time, permanent  
Hours of Work: Typically Monday through Friday 8:00 a.m. to 4:30 p.m.  
Revision Date: May 2, 2019

Pay Range: Negotiable based upon education and experience

## **SERIES PURPOSE:**

The purpose of the Deputy Drainage Engineer is to coordinate efforts to address drainage concerns in Ottawa County. Duties will include assisting the County Engineer and the Ottawa Soil and Water Conservation District with ditch petitions (single and joint county), urban drainage issues, developing a county wide storm water drainage district, enforcing Ohio EPA storm water rules, reviewing and approving drainage designs, review of subdivision improvement plans, assisting the public with drainage issues, and assisting the County Engineer with general engineering work.

## **MINIMUM QUALIFICATIONS, LICENSURE AND/OR CERTIFICATION REQUIREMENTS:**

### **Licenses / Certifications:**

Bachelor Degree in Civil Engineering or related technology field  
Professional Engineer License  
Current Valid Ohio Driver's License

### **Other Qualifications**

Maintain insurability by County provider  
Drafting/design techniques and procedures, surveying methods, principles and practices  
Computer aided design and Geographic Information Systems  
Reading and interpreting construction plans  
Surveying experience, such as boundary and construction layout preferred  
Communicate effectively both orally and in writing (includes public speaking)  
Collect, analyze and interpret data  
Identify existing or potential problems and formulate corrective measures  
Ability to write reports, business correspondence, and maintain records  
Develop and maintain effective work relations with associates, supervisors, subordinates, other county employees, other professionals, other government agencies and the general public  
Agency policies and procedures

## **TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Continuing Education requirements to retain required licenses

## **ESSENTIAL FUNCTIONS OF THE POSITION:**

1. Proficient in both urban and rural hydraulics
2. Coordinate the County's Ditch Maintenance Program (as outline in various sections of the Ohio Revised Code) under the assistance of the County Engineer and Ottawa Soil and Water Conservation District. This will include:
  - a. Annual review of ditch maintenance for property assessments
  - b. Review property splits
  - c. Update property roles
  - d. 6-Year Review processes
  - e. Assist County Engineer and SWCD with duties incumbent upon them to fulfill ditch petition requirements
3. Coordinate County efforts with ditch petition projects. Duties to include:
  - a. Research, develop and prepare plans
  - b. Develop the drainage area and project cost
  - c. Present findings in written format and public forums
4. Drainage project inspection
  - a. Field survey assessments
  - b. Traversing rough terrain, steep slopes, mud, flooding, ect...
5. Work closely with County Engineer and SWCD employees to create and approve engineering plans
6. Assist in providing drainage areas and tile sizing to both County Engineer and Soil and Water District employees
7. Provide technical information to land users (rural, ag drainage)
8. Provides technical and engineering field assistance to citizens and units of government
9. Provide technical and engineering training to new employees
10. Develop countywide storm water program

## **EQUIPMENT / TECHNOLOGY USED**

Computer, hydraulic programs, CAD software, survey tools, utility vehicles, trucks, motor vehicles

## **UNUSUAL WORKING CONDITIONS:**

May require travel; may be exposed to highway and construction project conditions.

Works outside exposed to weather (i.e., including rain, lightning, humidity and hot temperatures in summer time and cold temperatures in winter) and ongoing traffic; lift 50-100 pounds; may be exposed to unpleasant surroundings to include dead animals, containers filled with human waste, diapers, ditches with water and sewage, loud noise from equipment and traffic, confined work area; digging holes; may be exposed to insects such as bees, mosquitos, flies and spiders; may be exposed to rodents to include mice and rats; may be exposed to stray dogs, dirt, dust, fumes, poison ivy/sumac and pollen.