

OTTAWA COUNTY POSITION DESCRIPTION

Job Title:	Engineer, Sanitary Engineering Department
Reports to:	Sanitary Engineer
Job Status:	Unclassified FLSA Exempt Full Time
Salary Range:	Negotiable

Job Summary

The Engineer position with the Sanitary Engineering Department: assists the Sanitary Engineer with technical management and review of County construction/improvement projects; day-to-day technical operations and standard communications with contractors and the general public; and coordinating the easement acquisition and/or assessment process for future projects; works with the Operations Manager and Superintendents of Water and Wastewater to establish and maintain safety programs; oversees the operations of the department's radio communications transmission tower.

Essential Knowledge, Abilities and Skills, Education

- Bachelor of Science Degree in engineering, P.E. preferred
- Five (5) to seven (7) years' experience in the preparation or review of plans and specifications, water and wastewater operations and construction, construction engineering, and/or project management
- Public Sector and/or direct Sanitary Engineering experience helpful
- Effective written and oral communication skills required, including spreadsheet computer skillsets
- Working knowledge of database systems, geographic information systems, ArcGIS and other GIS data types and conversion techniques required

Essential Functions of the Position

1. Responsible for the coordination of plan and specification reviews to install water and sanitary sewer improvements for County projects
2. Assists with the day to day project management duties associated with County construction projects as assigned
3. Assists with the coordination of easement acquisition, calculating, establishing, and re-distributing project assessments
4. Coordinates new and existing state and federal regulations and/or operations requirements and assists as a technical advisor to the operations staff in investigating and resolving operational problems
5. Communicates with appropriate state and federal agencies
6. Interacts with contractors and consulting engineers during project planning and construction
7. Assists with keeping improvement drawings, project files, and departmental policies updated
8. Meets with the public and contractors to discuss/present project details, resolve conflict, and relay information concerning the County's day to day policies, procedures, and standard specifications
9. Assist in coordinating the department's safety program and safety-training activities with field and office staffs
10. Responsible for the management of customer contracts and maintenance for the County's radio communications transmission tower
11. Oversees the County water backflow program

Job Location

Most of the work is performed in the Sanitary Engineering office at the Ottawa County Courthouse; duties may include field inspections, observations, meetings and other site specific related activities.

Equipment Used

Computers, various engineering and administrative software applications, surveying equipment and other testing tools and equipment

Physical Requirements

May occasionally require lifting objects up to 50 pounds, climbing ladders, crawling into tight spaces, standing, walking, etc.; must be able to work in various outdoor conditions including somewhat malodorous environments

Critical Skills/Expertise

- Must be a team leader with effective communication and problem solving skills
- Must have knowledge of state and federal regulations, plan and specification reviews, and project management experience

Other Responsibilities

Other related functions and responsibilities as designated by the Sanitary Engineer, the County Administrator, and/or the Board of County Commissioners.

Ottawa County is an Equal Opportunity Employer/Drug Free Workplace. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGMENT

“I acknowledge that the above description is a representation of the major duties and responsibilities of this position. I understand the responsibilities and expectations and have been given an opportunity to seek clarification if and when I do not understand.”

Employee’s Signature

Date

Employee’s Supervisor’s Signature

Date