

# Position Description

**Clark County Engineer's Office**  
4075 Laybourne Road, Springfield, Ohio 45505

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**Position Title:** Staff Engineer  
**Location:** Engineer's Office, 4075 Laybourne Road, Springfield, Ohio  
**Salary:** Minimum starting annual salary: \$54,000  
**Classification:** Full-time, Classified, Non-exempt  
**Date Issued:** September 15, 2022  
**Filing Deadline:** Open until filled

**Instructions:** Applicants interested in the above named position are to submit an employment application, resume and letter of interest to the Clark County Engineer's Office, 4075 Laybourne Road, Springfield, Ohio 45505, fax to (937) 328-2473, or email [engineer@clarkcountyohio.gov](mailto:engineer@clarkcountyohio.gov). In the letter of interest, provide details on skills and experience applicable to the position for which you are applying including certifications. Applicants needing accommodation in completing this application should contact the Clark County Personnel Office at (937) 521-2018. Applications may be obtained in the Personnel office or online at <https://www.clarkcountyohio.gov/DocumentCenter/View/900>.

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## General Responsibilities:

Under direction of the Project Design Engineer, this position prepares estimates, designs, and specifications for public works projects; reviews documents and inspects work of contractors; performs related engineering field surveys and research; and responds to inquiries from the general public.

## Essential Duties and Functions:

- Design and drafting of roadway and bridge construction plans; plans and performs engineering calculations on roadway and bridge plans; assists consultants in arriving at viable designs (e.g. suggests types of materials, design consideration, etc.); designs or checks design of proposed or completed roads and/or structures; prepares and/or reviews specifications for contractor's bids; reviews contractor proposals and assures feasibility and compliance to specifications; acts as information source for plans for contractors. Coordinates and oversees force account road and bridge projects.
- Visits work sites and inspects project progress; ensures work is performed according to plans, specifications, and/or instructions; initiates corrective measures and/or instructs employees on best methods to complete assigned tasks.
- Assists with inspection of county bridges to identify maintenance problems and potential hazards; responds to and investigates hazards; responds to and investigates complaints from public and city/township officials; determines severity of hazard and advises County Engineer; performs or recommends corrective action.
- Performs various administrative duties (e.g., estimates material needs, orders supplies and materials, prepares and submits project cost estimates, records and reports, prepares appropriate personnel records, complies with State of Ohio Department of Transportation Bridge Inventory and Bridge Inspection procedures and reporting requirements, etc.).
- Performs surveys of county and township property for construction layouts, ditches, culverts, right of way, etc.; determines locations, measures points, elevations, lines, areas, just corners, etc.; prepares field survey notes and deed descriptions.
- Reviews subdivision plans, commercial development plans, and stormwater plans for conformance with county regulations.
- Receives and resolves complaints from citizens concerning road and bridge repair and construction; speaks before civic groups; attends seminars and meetings; etc.
- Supervises employees (e.g., recommends hiring and termination, handles grievances and discipline, etc.); performs employee evaluations; formulates and administers departmental policy.
- Maintains all required licenses and/or certificates.
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- Lifts and moves up to eighty (80) pounds a distance of thirty (30) yards.
- Attends workshops or training seminars related to duties.
- Demonstrates regular and predictable attendance.

## Knowledge and abilities: General duties include, but are not limited, to the following:

- Knowledge of: civil engineering; highway and bridge construction techniques and procedures; safety practices and procedures; state and federal highway maintenance rules and regulations; functional supervision; agency policies and procedures;\* agency goals and objectives;\* department policies and procedures;\* surveying; laws and rules governing right of way; supervision; management, bridge inspection techniques and reporting requirements.
- Ability to: understand field of engineering; use geometry and trigonometry; proofread technical materials, recognize errors, and make corrections; communicate effectively; resolve complaints from officials and public; communicate in verbal and written form; lift and move up to eighty (80) pounds a distance of thirty (30) yards.
- Knowledge of finance, accounting, budgeting, and cost control procedures.
- Must be detail-oriented with strong organizational skills.
- Must communicate effectively, both orally and in writing
- Must be able to maintain confidentiality as required.
- Ability to analyze and solve problems.
- Must demonstrate professionalism and an ability to get along with a variety of people effectively.
- Must demonstrate high ethical standards.

## **Minimum Qualifications:**

- Engineer Intern Certification with an ability to obtain a PE license within four years.
- Bachelor's Degree in Civil Engineering
- Microsoft Office experience
- Must possess and maintain an Ohio driver's license with fewer than 6 points

## **Preferred Qualifications:**

- Professional Engineer license in the State of Ohio
- Two years of civil engineering experience and one year of surveying experience
- Local, state and/or federal government work experience

## **Inherently Hazardous or Physically Demanding Working Conditions:**

The employee is exposed to, must negotiate, use, or work with or in the vicinity of:

- Floor openings, wall openings, and halls; open-sided floors, platforms, and runways; stairs.
- Fixed industrial stairs; fixed ladders; scaffolding.
- Vehicle-mounted elevating and rotating work platforms.
- Noisy operations or activities.
- Non-ionizing radiation.
- Compressed gases:
  - acetylene
  - oxygen
- Flammable and combustible liquids.
- Spray finishing using flammable and combustible materials.
- Dip tanks containing flammable or combustible liquids.
- Storage and handling of liquefied petroleum.
- Chemical used or stored in excess of 100 pounds (16.6 gal). (Process Safety Management of Highly Hazardous Chemicals.)
- Personal protective equipment such as eye or face, head, or foot protection; respiratory protection, or electrical protective devices.
- Permit-required confined spaces.
- The employee provides servicing and maintenance of machines and equipment which could accidentally become energized (lockout/tagout).
- The employee works at handling material and supplies (includes mechanical handling equipment, the manner in which things are stored and housekeeping).
- The employee is exposed to, must negotiate, use, or work with or in the vicinity of:
  - powered industrial truck
  - crawler locomotive or truck crane
  - sling
- The employee is exposed to, must negotiate, use, or work with or in the vicinity of any of the following machinery:
  - woodworking
  - abrasive wheels
  - mechanical power presses
  - forging machine
- The employee is exposed to, must negotiate, use, or work with or in the vicinity of hand and portable tools.
- The employee is exposed to, must negotiate, use, or work with or in the vicinity of welding:
  - oxygen-fuel gas welding and cutting
  - arc welding and cutting
  - resistance welding
- Qualified and unqualified employees working on or near electrical wiring, cables, and other electrical transmitting equipment.
- The employee works around chemicals (in containers or in the form of dust, mist, fumes, or vapors).
- The employee works in or around trenches, ditches, and other excavations.

## **General Duty: Safe & Healthful Workplace:**

The employee:

- Has exposure to potentially vicious animals.
- Has exposure to life threatening situations.
- Has exposure to fire.
- Has exposure to hot, cold, wet, humid, or windy weather conditions.
- Has exposure to hazardous driving conditions.
- Works 2nd shift — 3rd shift.
- Works rotating shift.
- Has exposure to shaking objects or surfaces.
- Has exposure to second-hand smoke.

Has exposure to traffic.

### **Clark County is an Equal Opportunity/ADA Compliance Employer, M/F V/H**

Clark County does not discriminate on the basis of race, color, national origin, ancestry, sex, genetic information, sexual orientation, religion, age, disability or military status.