

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 Engineering Technician. Applications will be accepted from all qualified applicants. The office of the Ashland County Engineer is an EEO employer.

QUALIFICATIONS: Applicant must meet the qualifications of the job description. A valid driver's license is a requirement for employment.

COMPENSATION: \$31.50/hour to start.

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

HOW TO APPLY: Submit to the office of the Ashland County Engineer, 1511 Cleveland Avenue, Ashland, Ohio, 44805, the following:

- (1) Letter of application - this is important as our office may be hiring multiple positions. Please include a resume & references.
- (2) A completed Schedule "C" as attached.
- (3) A completed "Applicant's Certification" form signed and sealed by a Notary Public.

CLOSE DATE: March 28, 2025 (or until filled)

**Ashland County
1511 Cleveland Avenue
Ashland, Ohio 44840**

BENCHMARK JOB DESCRIPTION

POSITION TITLE: ENGINEERING TECHNICIAN

Unclassified Position in accordance with ORC 124.11(A)(9) and (A)(30)

JOB OBJECTIVES:

- Incumbent is responsible for performing drafting and surveying activities relevant to the construction, repair, and maintenance of county roadways and bridges. The incumbent assists in gathering engineering work data as required. Incumbent reports to the County Engineer.

ESSENTIAL JOB FUNCTIONS:

- Performs drafting activities for proposed construction plans for roadways, bridges, and culverts.
- Performs sketching activities for bid documents, roadway records, and surveys.
- Performs, as party chief/instrument operator, topographical surveys for roadway, bridge, and culvert construction and/or maintenance.
- Performs, as party chief/instrument operator, boundary surveying and construction site stake-outs.
- Performs various calculations to include those required when surveying for existing or proposed construction, boundary location, right-of-way takes, and for determining quantities of materials for construction.
- Ability to perform a variety of technical calculations for surveying, construction design, and stake out activities.
- Responds to inquiries from the general public relevant to operation of the department.
- Performs various sight distance and roadway measurements/markings, video-taping of roads, bridges, and accident scenes, using recommended tools/equipment and/or electronic distance meter.
- Maintains computer inventory systems for roadways, bridges, and culverts.
- Maintains related drawing files, records, sketches, and indexes incorporating all current data.
- Performs site inspections for purposes of permitting work within road rights of way for driveways, drainage culverts, and utilities.
- Maintains regular and predictable attendance.
- Performs twenty-four hour traffic surveys/counts for all county roadways and bridges and maintains records for same.
- Inspects roadway permit work sites and recommends whether or not to grant permit.
- Sizes driveway pipes and culverts for county roadways.

NON-ESSENTIAL FUNCTIONS:

- Determines quantities and specifications of materials for contract work.
- Writes specifications and obtains quotes for contracted work and buying new or used equipment.
- Carries out various office duties to include answering telephone, assisting the general public, data entry, and drafting activities.
- Serves as engineer's representative on Lot Split Review Committee of the County Planning Commission.

- Performs research activities and writes reports as required.
- Helps to maintain bridge inventory data and aids in the completion of annual bridge inventory inspections.
- Performs related essential and non-essential functions at the same level of skill and knowledge, as required.

JOB REQUIREMENTS:

- Ability to operate and use a computer and related software, calculator, roadway measuring devices, video camera, drafting/surveying tools, and instruments necessary to drafting and surveying activities. Incumbent must be able to drive a light truck/vehicle and maintain valid Class D driver's license.

CRITICAL SKILLS/EXPERTISE:

- Thorough knowledge of the principles, practices, and techniques of drafting and surveying applicable to the construction, repair, and maintenance of county roadways, bridges, and culverts, and the ability to apply these as required.
- Working knowledge of AUTOCAD and/or Carlson Surveying Software.
- Working knowledge of roadway, bridge, and culvert design and the ability to incorporate these as required.
- Working knowledge of the legal principles as applicable to field measurements and surveying activities.
- Working knowledge of the Uniform Manual of Traffic Control Devices.
- Ability to set up and use surveying instruments, tools, and equipment to accurately complete assigned duties.
- Ability to conduct real estate deed and survey research, and apply the information to facilitate work on various projects.
- Ability to maintain accurate records.
- Ability to read, interpret, evaluate and apply, as necessary, a wide variety of construction and design plans, manual, specifications, and other technical literature.
- Ability to use common English language to effectively communicate, both in oral and written form.
- Ability to develop good business rapport with the general public and representatives of other public and private entities.
- Ability to perform a variety of technical calculations as required to complete work assignments.
- Ability to understand and apply the principles, practices, and techniques of surveying as they apply to the work assignments.

JOB STANDARDS:

- Associate Degree or related degree in Civil Engineering or Surveying. An equivalent combination of coursework and/or related work experience is acceptable in place of the Associate Degree. Must pass pre-employment physical exam, including a drug test.

DIFFICULTY OF WORK:

- Incumbent is required to utilize a variety of technical information and knowledge in completing work assignments to include state and federal standards and specifications applied to the engineering/surveying professions. Incumbent's drafting activities produce a work product that is utilized as a communication tool, and as such, must be accurate, timely, neat, and meet accepted industry standards.

RESPONSIBILITY:

- Incumbent receives detailed instruction for non-standard or unique assignments; otherwise, incumbent works under general supervision and sets own priorities. Incumbent exercises considerable judgment when in the field performing surveying activities. Confers with the County Engineer regarding priorities, detailed instructions for special work assignments, problems and/or concerns in order to receive guidance.

PERSONAL WORK RELATIONSHIPS:

- The incumbent interacts with co-workers, representatives of other public agencies, and the general public to obtain and furnish information to complete work assignments, to resolve problems, and/or lend assistance.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

- The incumbent works in a modern office environment where no unusual physical demands are required, and outdoors where incumbent is exposed to extremes in outdoor temperatures and weather conditions. Incumbent's work effort may periodically involve crawling and working in very small, confined areas, climbing up and down steep slopes and embankments, walking into and out of stream beds, wading in moderately deep water, traversing rough terrain, cutting brush, standing, walking, shoveling, and tamping. Must be able to lift and/or carry, drag or move up to fifty (50) pounds of construction materials or other items and set up surveying equipment/instruments in various topographical surroundings. Incumbent is required to have moderate manual dexterity to utilize drafting and surveying tools and instruments, make fine adjustments to instrument settings, etc., as required; must have unrestricted movements of hip joints, legs, feet, arms, hands, and fingers. Normal vision, with or without correction, is required, including color and depth perception, and normal hearing is required in order to properly complete the surveying work assignments and pavement marking 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