

Deputy Drainage Engineer

Classification: Classified
FLSA Qualification: Not Exempt
Employment Status: Full Time, permanent
Normal Work Hours: Monday through Friday 8:00 a.m. to 4:30 p.m.
Revision Date: February 24, 2025

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, reviewing and approving drainage designs, review of subdivision improvement plans, assisting the public with drainage issues, assist with the Ottawa County MS4 Storm Water Plan, and assisting the County Engineer with general engineering work.

QUALIFICATIONS, LICENSURE AND/OR CERTIFICATION REQUIREMENTS:

Licenses / Certifications:

- Bachelor Degree in Civil Engineering or related technology field
- Professional Engineer License
- Proficient with Microsoft Office Modules
- Current Valid Ohio Driver's License

Other Qualifications

- Collect, analyze and interpret data
- Drafting/design techniques and procedures, surveying methods, principles and practices
- Reading and interpreting construction plans
- Proficient in both urban and rural hydraulics
- Proficient in computer aided design and Geographic Information Systems
- Possess strong verbal and written communication skills (i.e. write reports, prepare business correspondence, and maintain records)
- Develop and maintain effective work relations with coworkers, associates, other county employees, representatives from government agencies and utility companies, and the general public

DUTIES OF THE POSITION:

1. Coordinate the County's Ditch Maintenance Program and Ditch Petition Projects (as outline in various sections of the Ohio Revised Code) under the assistance of the County Engineer and Ottawa Soil and Water Conservation District.
 - a. Annual review of property assessments, property splits, and maintenance needs
 - b. Research, prepare and present information for 6-year reviews

2. Assist the County Engineer and Soil and Water District with Ditch Petition Processes
 - a. Research, develop and prepare drainage plans, drainage areas and project costs
 - b. Present findings in written format and public forums
3. Inspect drainage maintenance projects
4. Provide technical assistance, including drainage areas and tile sizing, to others (coworkers, associates, county employees, representatives from government agencies, the general public, etc.)
5. Possess strong verbal and written communication skills (i.e. write reports, prepare business correspondence, and maintain records, includes public speaking)
6. Develop and maintain effective work relations with coworkers, associates, supervisors, subordinates, other county employees, representatives from government agencies, the general public, etc.
7. Meet all job safety requirements and all applicable safety standards.
8. Follow agency policies and procedures
9. Perform other duties as assigned

ESSENTIAL FUNCTIONS OF THE POSITION:

1. Must demonstrate regular and predictable attendance.
2. Be able to work overtime for job related functions, training, meetings, etc.
3. Ability to travel for meetings and training.
4. Ability to work outside in various locations (road right of way, field, etc.) and conditions (including but not limited to extreme temperatures, confined spaces, intense noise, environmental conditions, and driving conditions.)
5. Be able to work in special conditions such as traffic, loud noises, dirt, dust, fumes, ditches, loose stone, ice, confined work areas, poison ivy and similar plants, animals (including remains), insects, rodents, animals, human waste, etc.
6. Physical requirements include, but are not limited to, climbing, bending, stooping, reaching, walking, pulling, lifting, grasping, talking, hearing, seeing and repetitive motions. Be able to lift 50-100 pounds.
7. Possess and maintain valid Ohio Vehicle Operator's License
8. Maintain insurability by County provider

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

Continuing Education requirements to retain required licenses (if applicable). Professional education and training sessions, seminars and workshops as directed.

EQUIPMENT / TECHNOLOGY USED

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

Employee Name

Employee Signature

Date of Receipt