**BID NO. 25-1 P**
**BELMONT COUNTY ENGINEER’S OFFICE**
**POSITION VACANCY ANNOUNCEMENT**

The Belmont County Engineer is accepting applications for the **full-time position of Deputy Engineer**.

**Position Title:** Deputy Engineer
**Posting Date:** January 13, 2025
**Hourly Rate:** Commensurate with qualifications and experience
**Application Deadline:** Open until filled

**Position Overview**

Under the direction of the County Engineer, the Deputy Engineer assists in the planning and coordination of office, road, and bridge projects. This position provides technical, engineering, and surveying support to department supervisors and performs a variety of related duties as required.

**Key Responsibilities**

* Assist the County Engineer in managing departmental operations and establishing policies.
* Support planning and execution of county road and bridge projects.
* Provide technical, engineering, and surveying assistance to staff overseeing office, road, and bridge operations.
* Troubleshoot engineering and surveying issues and ensure project compliance with departmental policies, standard procedures, and State of Ohio regulations.
* Act as the County Engineer's designee in resolving project issues when the Engineer is unavailable.
* Perform engineering design and cost analysis for road, bridge, culvert, and guardrail projects.
* Inspect new bridge construction for compliance and assist in the inspection of existing bridges.
* Conduct field inspections for proposed subdivisions and prepare related permits for utilities and energy companies.
* Draft project specifications and cost estimates for resurfacing, bridge work, striping, dust control, and other initiatives.
* Process road vacations/dedications and update County Highway Maps accordingly.
* Conduct road views and report findings to the County Board of Commissioners and County Engineer.
* Handle all phases of right-of-way acquisition, including appraisal, negotiation, and documentation.
* Prepare bid documents, attend bid openings, and assist the County Engineer in bid award decisions.
* Maintain inventory of road signs and culverts, including installation records.
* Determine traffic control sign locations, conduct traffic counts, and perform speed zone studies.
* Serve as a liaison to township officials, public agencies, and community members regarding engineering matters.

**Qualifications**

* Must be a Licensed Professional Engineer (P.E.) and Professional Surveyor (P.S.) in the State of Ohio OR be a Licensed Professional Engineer and be in the process of obtaining a Professional Surveyor license in Ohio.
* Valid Ohio driver’s license.
* Physical ability to carry and operate field instruments weighing up to 60 pounds over rugged terrain and in varying weather conditions.
* Must pass a physical examination, including drug and alcohol screening.
* A combination of education and work experience demonstrating the required knowledge, skills, and abilities may be considered.

**Application Process**

Qualified candidates should submit a completed application and resume to the Belmont County Engineer’s Office:

**Belmont County Engineer**
101 W. Main Street, Courthouse
St. Clairsville, OH 43950
Phone: (740) 699-2160

The Belmont County Engineer is an Equal Opportunity Employer and supports the Americans with Disabilities Act. Women and minorities are encouraged to apply.