

Job Title: Engineer  
Organization: Avon Lake Regional Water  
Immediate Supervisor: Engineering Services Manager  
Positions Supervised: N/A  
FLSA Status: Non-Exempt  
Bargaining Unit: N/A  
Civil Service Status: Unclassified

**GENERAL RESPONSIBILITIES:**

Under varying degrees of supervision, perform office and field technical work including, but not limited to, data collection, site inspection, and geospatial and infrastructure asset management information collection and model management. Assist in the design and management of sanitary sewer and/or waterline projects. Apply elementary engineering, mapping and surveying principles and techniques in performing these duties. This is a multi-disciplinary role combining engineering, GIS/asset management, inspection, drafting, data analysis, and other skills into one, dynamic position. The person filling this role may not initially have all of the qualifications, skills, and abilities but will be required to gain most or all of them.

**GENERAL QUALIFICATIONS:**

1. College graduate from a four-year Accreditation Board of Engineering & Technology (ABET) approved program with a Bachelor's Degree in engineering or engineering technology (civil, preferred). Must possess an Ohio Intern License (EI) from the Board of Professional Registration for Engineers and Surveyors.
2. Possession of a valid driver's license and acceptable driving record.

**SPECIFIC DUTIES**

Under varying levels of direction from a supervisor, shall perform a variety of technical and routine tasks including but not limited to:

1. Assist with or lead engineering design projects including laying out water and/or sewer lines with computer-aided drafting, preparing specifications and bidding documents, developing construction cost estimates, overseeing bidding, and preparing permits to install.
2. Assist with or lead construction project administration including construction oversight, change management, payment processing, and punchlist/closeout.
3. Assist in the development of computerized preventative/predictive maintenance and data management systems, taking lead on key areas of data collection, manipulation, and analysis.
4. Lead GIS effort performing GIS development and data management and prepare GIS products (e.g., maps, datasets, summary reports) to support organization

- projects and programs. Analyze and perform quality checks on all Asset Management and GIS data.
5. Perform field work associated with the duties above.
  6. Update and maintain paper and computerized files, records, databases; retrieve and create drawings, reports and maps.
  7. Operate a variety of office and technical tools and equipment in order to best complete duties.
  8. Perform additional functions/tasks as needed.
  9. Respond to routine inquiries from public and/or officials.
  10. Perform the duties of the Engineering Services Manager, as appropriate.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

*The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.*

The successful applicant should possess at a minimum the general qualifications, plus abilities to:

1. Use AutoCAD and ArcGIS Server, integrate databases, and hand draft and prepare graphic layouts.
2. Use accuracy and precision in preparing standards and calibrating electronic field surveying and data acquisition equipment.
3. Interpret and follow both oral and written instructions, procedures and supervisory direction.
4. Read legal descriptions, easements, maps, and software manuals.
5. Be innovative, organized, self-motivated, and able to multitask.
6. Learn new tools, software and processes as project needs dictate.
7. Communicate effectively, both orally and in writing.

Within the first year, the successful applicant should learn and have:

1. Competency with engineering practices and survey data manipulations.
2. Familiarity with Ohio EPA permit-to-install (PTI), SWPPP and Ten State Standards for Water and Wastewater requirements.
3. Skill in interpreting land descriptions, maps, drawings, charts, plans, survey records and notes and aerial photos.
4. Knowledge of principles and practices of file and records management.
5. Ability to perform standard and complex office/field tasks including inspection.
6. Knowledge of office and field quality control procedures.
7. Skills to perform required work using standard field safety practices.
8. Proficiency operating surveying equipment, and software.

*The physical/mental demands described here are representative of the position to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. Required to work in office, treatment plants, and field environments.
2. Frequently required to talk or hear, stand, walk, use stairs, sit; use hands and fingers to handle or feel objects, tools, or controls; and reach.
3. The noise level in the work environment is usually moderate and sometimes may be high in the field and at the plants.

4. Hearing and speech to communicate effectively in person and over the telephone. May have to interact with abusive and/or irate customers and respond appropriately.
5. Required to climb or balance, stoop, kneel, crouch and reach.
6. Specific vision abilities required by this job include close vision and the ability to adjust focus.
7. Must handle instrumentation with care and safety.
8. Work independently or in a team environment.
9. Work accurately and calmly under pressure, with ability to handle several tasks at the same time.
10. Work safely without presenting a direct threat to self or others.
11. Physically capable of operating City vehicles safely.
12. Exposure to chemical compounds found in an office environment, construction sites, water and wastewater treatment facilities, confined spaces, loud noises, construction hazards, dust and/or fumes, heavy equipment, hot and cold temperatures and severe weather.
13. Mental capacities to make independent decisions.
14. Perform job duties on sites having limited access due to rough grading and/or in various stages of on-going construction.
15. Must be able to safely lift and/or move up to 50 pounds.
16. Must work overtime as needed.