

Title	Project Engineer I
Category	Engineering
Description	<p>JOB OBJECTIVES: Incumbent is responsible for preparing plans, specifications, and other documents for new water and wastewater design and construction projects.</p>

ESSENTIAL JOB FUNCTIONS:

- Design water and sewer facilities including sanitary sewers, waterlines, force mains, and pump stations.
- Prepare specifications and cost estimates for sanitary sewers, waterlines, force mains, and pump stations.
- Performs review and analysis of land development project consultant construction drawings for acceptable standards for sanitary sewer and water main infrastructure within a team review process.
- Prepares equipment and process research as needed to support the design and construction of water treatment and wastewater treatment facilities.
- Writes engineering reports for proposed and existing facilities.
- Obtains proposals from consultants or contractors for supplemental services.
- Conducts preliminary inspections, field measuring, and data collection.
- Prepares project bid packages and bid evaluations within a team process.
- Reviews shop drawings for compliance to project and department standards.
- Provides technical assistance to Construction Department including site investigations.

NON-ESSENTIAL JOB FUNCTIONS:

Performs related Essential and Non-Essential functions as needed.

Position Requirements	<p>JOB REQUIREMENTS:</p> <p>Equipment: Ability to use the following equipment: automobile, computer, printer, calculator, measuring tape, copier, and plotter.</p> <p>Critical Skills/Expertise:</p> <ul style="list-style-type: none"> ▪ Knowledge of engineering planning, design, and construction.
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- Knowledge of Federal, State, and Local laws, codes, ordinances, and design standards.
- Knowledge of surveying.
- Knowledge of computers and related equipment.
- Ability to adapt engineering methods and standards.
- Ability to communicate effectively, both orally and in writing.

Job Standards: Bachelor's Degree in either Engineering, Engineering Technology, or Construction Engineering Technology is required, related experience is preferred. Must possess a valid Ohio drivers' license and maintain continuing eligibility under the existing County drivers' eligibility standards.

DIFFICULTY OF WORK

Work consists of complex, varied, non-standardized tasks requiring the application of numerous laws, rules, regulations, and procedures.

RESPONSIBILITY

Supervisor provides detailed and technical instructions when needed, and reviews work regularly. Incumbent makes general decisions regarding work independently. Incumbent is responsible for implementing design schedule and budgets while providing detailed and technical instructions to the Design Technicians. Errors in work could cause a project to be re-designed or equipment failure.

PERSONAL RELATIONSHIPS

Incumbent has contact with co-workers, employees in the department, public and private sector employees, and the general public. The purpose of these contacts is to coordinate design efforts, permits, operations and maintenance,

PHYSICAL EFFORT AND WORK ENVIRONMENT

Physical Requirements: Incumbent performs sedentary work which may require lifting up to fifty (50) pounds occasionally.

Physical Activity: Incumbent performs the following physical activities: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions.

Visual Activity: Incumbent performs work where the seeing job is close to the eyes.

Job Location: Incumbent works inside and outside with occasional exposure to temperatures that range from below 32 degrees to above 100 degrees for

periods of more than one hour, noise loud enough to require shouting in order to be heard, vibrations, hazards, atmospheric conditions, and oil, and is sometimes required to wear a respirator.

Full-Time/Part-Time	Full-Time
Shift	Days
Union or Non-Union	Non-Union
Classified or Unclassified	Classified
Working hours	7:30am - 4:00pm / Monday - Friday
Salary	\$27.69 to \$36.46 / Hourly
Position	Project Engineer
Close Date	
Post Internal Days	0
Number of Openings	2
Exempt/Non-Exempt	Non-Exempt
Req Number	ENG-25-00009
Open Date	8/25/2025
Location	Portage County Water Resources Department

**EOE
Statement**

Portage County is an Equal Opportunity Employer. Applicants requiring reasonable accommodation with the application and/or interview process, please notify the person from whom you obtained this application. All applicants are considered for positions without regard to race, color, religion, sex, national origin, age, marital status, medical condition or disability, veteran/reserve/national guard status, genetic information or any other legally protected status.

This position is currently accepting applications.

https://www.appone.com/MainInfoReq.asp?R_ID=6913516