

**BUTLER COUNTY COMMISSIONERS PERSONNEL OFFICE  
ANNOUNCEMENT OF VACANCY**

**Posting Date:** November 8, 2018

**Response Deadline:** November 18, 2018

<b>Agency:</b> Water & Sewer	<b>Job Title:</b> Engineering Aid I
<b>Classified</b> <input checked="" type="checkbox"/> <b>Unclassified</b> <input type="checkbox"/>	<b>Bargaining Unit</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Overtime Exempt</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>Salary:</b> \$19.70 - \$25.69 per hour
<b>Work Location:</b> 130 High Street, Hamilton, OH	<b>Hours of Work:</b> M-F, 8:00a – 5:00p

Under the direction of the Engineering and Construction Manager, the Engineering Aide I is primarily responsible for assisting the engineering staff in the performance of their duties. Major duties include project review, permits, record keeping, document preparation, drawing preparation, public relations, and other duties as required.

**Essential Functions:**

**Document preparation, 25%**

Process prepared bidding and specification documents; prepares easements for recording; contacts utilities regarding location of services; writes work orders for field section; notifies field section of subdivision and project inspections; advises builders/plumbers of lateral locations; reviews subdivision plans; and schedules subdivision inspection, i.e. preliminary and final; needed researching; calculating; and recording assessments and project information; and maintains and updates customer quote files.

**Permits, 25%**

Maintains permit database, prepares permits by identifying the applicable fees, rates and charges for each service area; properly account for and distributes all fees and charges collected; institutes changes and additions to permit procedures as directed; and prepares customer quotes as needed; researching; calculating and recording assessments and project information; maintains and updates customer quote files.

**Recordkeeping, 20%**

Prepares, types, and records permit procurement for new subdivision construction, new service request, and water and sewer projects; prepares worksheet copies, calculates fees, obtains payment, distributes copies, posts as required; maintains permit files; and prepares monthly reports as required (e.g., permits written, meter sets, sewer reports, etc.)

**Public relations, 10%**

Reviews and writes permits for water and sewer projects; receives and answers questions and complaints pertaining to projects; advises contractors, engineers and public of departmental policy; and prepares mailing lists.

**Drawing preparation, 5%** Prepares detailed water and sewer drawings, graphs, charts for departmental use and public hearings; and determines watersheds and areas contained within.

**Project review, 5%**

Prepares cost estimates and assignments for projects; reviews project accounts; and reviews contractor bids.

**Resident site representation, 5% of the time**

Performs construction administration duties on major construction projects, which includes contract compliance monitoring and record keeping.

**Other Duties as Required, 5% of the time**

Assists engineers or other office personnel with duties as required.

**Required Qualifications:**

Must possess a high school degree or the equivalent thereof. Training and/or work experience which evidences an advanced knowledge of drafting and a basic knowledge of blueprint reading and inspection techniques. Must possess an Ohio drivers• license. Experience in civil engineering, construction management, and computer use is desired. CADD and GIS is preferred, not required.

**Knowledge of** sanitary engineering; drafting; blueprint reading; construction; bookkeeping; agency policies and procedures.

**Skill in** use of drafting tools; surveying equipment; and computer skills; CADD and GIS experience.

**Ability to** understand engineering and design principles; use geometry and trigonometry; understand manual and verbal instructions of a technical nature; answer routine questions.

The Engineering Aide I works primarily in an office environment. Must be able to produce effective, clear, written correspondence and comprehend written material and verbal communication on a prompt basis, with or without reasonable accommodation.

Must have a valid Ohio driver's license.

**Selection Procedure:** A successful applicant will be selected on the basis of skill, experience, performance, and the ability to perform the work in question.

**Submit Cover Letter and Resume To:**

(please indicate Job Title in Cover Letter)

Butler County Commissioners Personnel Office  
315 High Street, Suite 640  
Hamilton, OH 45011

or by email to: [resumes@bcOhio.us](mailto:resumes@bcOhio.us)  
(please indicate Job Title in subject line)

**BUTLER COUNTY WILL CONSIDER INTERNAL APPLICANTS PRIOR TO EXTERNAL APPLICANTS**

Pursuant to the Americans With Disability Act of 1993, Butler County will consider all qualified applicants for employment, including persons with disabilities. The applicant must be able to perform the essential functions of this job with or without reasonable accommodation. Upon the request of any qualified applicant, this office will evaluate any reasonable accommodation that may be needed to enable a disabled person to participate in the application process or perform these essential duties.

**AN EQUAL OPPORTUNITY EMPLOYER**