

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

**Posting Date:** 5/24/18

**Response Deadline:** 6/24/18

<b>Agency:</b> Water & Sewer	<b>Job Title:</b> Staff Engineer (PCN 05:21001)
<b>Classified</b> <input checked="" type="checkbox"/> <b>Unclassified</b> <input type="checkbox"/>	<b>Bargaining Unit</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Overtime Exempt</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Salary:</b> \$24.41 - \$36.65 per hour
<b>Work Location:</b> 130 High Street, Hamilton, OH	<b>Hours of Work:</b> M-F, 8:00a – 5:00p

**Essential Functions:**

- **Project Management, 50% of the time**  
Provides oversight of construction activity; administers engineering and construction contracts; reviews plans and specifications, reviews and processes pay estimates; reviews contract field changes; provides quality control of new construction; generates construction progress reports; coordinates new construction with operations section (water and wastewater); prepares and reviews construction change orders; and coordinates projects with the appropriate agencies.
- **Design, 10% of the time**  
Participates in the design of various water and wastewater facilities such as water mains, sewer lines, lift stations, booster stations, etc.; and prepares drawings, specifications, and contract documents.
- **Plan Review, 10% of the time**  
Reviews preliminary plans; reports with consulting engineers; meets with Department personnel to coordinate operational and design concerns; works to minimize post-design requests/changes; participates in the development of long-range plans.
- **Engineering Analysis, 10% of the time**  
Prepares analysis of alternatives for capital improvement projects, prepares detailed cost estimates, and other engineering and project analysis.
- **Other Duties as Required, 20% of the time**  
Capital Improvement Planning (CIP) and Budgeting, performs water and sewer system evaluations to determine the need for capital system improvements; participates in the development of the CIP; formulates engineering policy; develops CIP financing strategies for budgeting and accounting; advises the Accounting Section of CAFR preparation; consults with field operation personnel with engineering solutions for problem solving operational issues. Addresses and resolves exception conditions, special projects, and other duties as required.

**Required Qualifications:**

Bachelor's degree in engineering; and

Sufficient environmental and water resources engineering experience that demonstrates knowledge of the design, construction, and operation of water distribution pumping and storage facilities and wastewater collection pumping, storage, and treatment facilities; including use of GIS and modeling tools; or

Any combination of education, experience and/or training equivalent to the stated minimum qualifications with a minimum of 2 years of water resources engineering experience.

Preferred: Construction experience in water distribution and wastewater collection and treatment systems.

Must have a valid Ohio driver's license.

**Selection Procedure:** Resumes and Interviews

**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@butlercountyohio.org](mailto:resumes@butlercountyohio.org)

(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**