

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

Posting Date: 07/21/2021

Response Deadline: 07/31/2021

Agency: Water & Sewer	Job Title: Engineering Aide II (PCN 05:21003)
Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/>	Bargaining Unit Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Overtime Exempt Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Salary: A-5 \$20.12 - \$28.97 per hour
Work Location: 130 High Street, Hamilton, OH	Hours of Work: M-F, 8:00a – 5:00p

ESSENTIAL FUNCTIONS

Under the general direction of a BCWS supervisor, the Engineering Aide II is primarily responsible for commercial permitting, plan review and coordination of the subdivision process. Also includes assisting BCWS engineers in the performance of their duties.

Major duties include plan review, document preparation, public relations & customer interactions, and other duties as required.

REQUIRED QUALIFICATIONS

Engineering experience or education is required. Training and/or work experience which evidences an advanced knowledge of reading engineering plans, system design, construction, and cost estimation.

The Engineering Aide II must be able to work in both an office and field environment. Must be able to produce effective, clear written reports and read and comprehend material 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

Butler County Commissioners Personnel Office
315 High Street, Suite 640
Hamilton, OH 45011
or by email to: resumes@bcoho.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