



PORTAGE COUNTY

POSITION AVAILABLE

OPEN TO EMPLOYEES AND THE GENERAL PUBLIC

JOB TITLE:	Design Technician I
POSTING DATE:	Thursday, February 7, 2019
CLOSING DATE:	Open until filled

DEPARTMENT: Water Resources
ADDRESS: 8116 Infirmary Road, Ravenna, Ohio 44266
APPOINTING AUTHORITY: Portage County Board of Commissioners
HOURLY WAGE: \$21.59/hour plus professional development compensation
Successful candidate will be eligible for promotions to Design Technician II and Design Technician III

VACANCIES: 1

MINIMUM QUALIFICATIONS:

Completion of high school education is required. Associates degree in Engineering Technology or other similar field preferred, or currently within a college program curriculum with an interest in AutoCAD software. A year of AutoCAD work experience is preferred, or an equivalent amount of progressive work experience using AutoCAD software may be considered with a high school diploma or GED. A valid Ohio Driver's license is required. Experience within the sewer and water industry is preferred although other industries will be considered.

JOB DESCRIPTION:

Incumbent is responsible for preparing and making revisions to sanitary and water construction design plans using AutoCAD software, preparing plans for proposed projects, preparing and making revisions to sanitary and water post construction as built plans, assist other staff with issuing permits, answering questions from the public, maintaining Department records, assist Department staff with records retrieval and other similar duties assigned. Review sanitary sewer, water, and other types of construction project design plans and making revisions as needed; Generate AutoCAD design and construction drawings for sanitary sewers, water main systems, and other architectural types of construction project design plans and making revisions as needed; Assist in the development of preliminary plans and construction drawings using AutoCAD software programs for water and wastewater site plans, building additions and renovations, and process equipment replacements. Maintain work progress in line with project schedules and report progress to supervisor; Interpret quantities, non standard plan details, prepare draft specifications to further explain the project intent; Maintain time records and logging reports on various aspects of projects.

HOW TO APPLY:

- THE COUNTY APPLICATION FORM IS REQUIRED WHEN APPLYING FOR THIS POSITION.
- APPLICATIONS **MUST BE RECEIVED BY 4:30 P.M. ON THE CLOSING DATE** LISTED ABOVE.
- APPLICATIONS CAN BE DOWNLOADED FROM THE COUNTY WEBSITE: www.co.portage.oh.us OR PICKED UP ON THE 7th FLOOR OF THE ADMINISTRATION BUILDING.
- APPLICATIONS CAN BE FAXED, EMAILED, MAILED OR SUBMITTED IN PERSON FROM 8:00 A.M. TO 4:30 P.M. MONDAY-FRIDAY:

PORTAGE COUNTY HUMAN RESOURCES
449 S. MERIDIAN STREET, 7th FLOOR
RAVENNA, OHIO 44266
EMAIL: HRD@PORTAGECO.COM
FAX: 330-298-4225

PORTAGE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER (EOE)