



# PORTAGE COUNTY

## POSITION AVAILABLE

### OPEN TO EMPLOYEES AND THE GENERAL PUBLIC

JOB TITLE:	Design Technician I
POSTING DATE:	Thursday, May 17, 2018
CLOSING DATE:	Open until filled

DEPARTMENT: Water Resources  
ADDRESS: 8116 Infirmary Road, Ravenna, Ohio 44266  
APPOINTING AUTHORITY: Portage County Board of Commissioners  
HOURLY WAGE: \$21.27/hour plus professional development  
VACANCIES: 1

#### MINIMUM QUALIFICATIONS:

Completion of secondary education is required, along with a minimum of five (5) years experience in sanitary sewer and or water systems engineering design using AutoCAD software, or a two (2) year technical degree along with AutoCAD exposure along with a minimum of one (1) year experience in relevant sewer or water construction, design, or inspection work. Must have a valid Ohio driver's license and maintain continuing eligibility under the existing County driver eligibility standards.

#### JOB DESCRIPTION:

Incumbent shall 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. Preparing plans for proposed projects and adhering to construction timetables. Interpreting and drawing engineering schematics of proposed water and sewer systems using a computer and AutoCAD software. Maintaining time records and logging reports on various aspects of projects. Assisting in land surveying and field layout. Maintaining a complete inventory of all documentation generated by or utilized during the performance of tasks. Organizing CAD files and using AutoCAD drawing manipulation. Using spreadsheets to manipulate cost and quantity numbers.

#### 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](http://www.co.portage.oh.us) OR PICKED UP ON THE 3<sup>rd</sup> 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, 3<sup>rd</sup> FLOOR  
RAVENNA, OHIO 44266  
EMAIL: [HRD@PORTAGECO.COM](mailto:HRD@PORTAGECO.COM)  
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PORTAGE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER (EOE)