


DRAINAGE TECHNICIAN:

Auglaize County Engineer's Office is accepting applications for a full time drainage technician. A full list of necessary skills and qualifications are listed in the attached job description. Resume, completed application and cover letter must be mailed to the Auglaize County Engineer, P.O. Box 59, Wapakoneta, OH 45895 or emailed to abaumer@auglaizecounty.org We will accept applications until the position is filled.

APPLICATION FOR EMPLOYMENT
AT AUGLAIZE COUNTY HIGHWAY DEPARTMENT
 (Auglaize County Is an Equal Opportunity Employer)
 (Please Print Plainly)

To Applicant: We deeply appreciate your interest in our organization and assure you that we are sincerely interested in your qualifications. A clear understanding of your background and work history will aid us in the position that best meets your qualifications and may assist us in possible future upgrading. Filling out this application does not necessarily mean you will be accepted for a job. We consider applicants for all positions without regard to race, color, religion, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.



 Andrew Baumer, P.E.; P.S.
 Auglaize County Engineer

Position(s) Applied For

Date of Application

DRAINAGE TECHNICIAN

(Last Name)	(First Name)	(Middle Initial)
(Address)	(City)	(State) (Zip Code)
(Telephone Number(s))	(Social Security No.)	
(E-mail address)		

Circle the correct answer:

Have you ever filed an application with us before? Yes No
 If Yes, give date _____

Have you ever been employed with us before? Yes No
 If Yes, give date _____

Are you currently employed? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No
 Proof of citizenship or immigration status will be required upon employment.

On what date would you be available for work? _____

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

We are an Equal Opportunity Employer

EDUCATION

School	Name & Address of School	Course of Study	Check Last Year Completed			
			9	10	11	12
High	_____					

College	_____		1	2	3	4

Other (specify)	_____		1	2	3	4

Check If Any Of The Following Are Applicable:

_____ Vietnam Era Veteran _____ Disabled Veteran _____ Handicapped

List professional, trade, business or civic activities and offices held. You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status:

REFERENCES

Give name, address and telephone number of three references who are not related to you and are not previous employers.

1. _____
2. _____
3. _____

Have you ever had any job-related training in the United States? Yes No
 If yes, please describe _____

Are you physically or otherwise unable to perform the duties of for which you are applying? Yes No

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

	From:	To:
(Employer)	(Dates Employed)	
(Address)	Starting:	Final:
(Telephone Number(s))	(Hourly Wage)	
(Job Title)	(Supervisor)	
(Work Performed)		
(Reason for Leaving)		

	From:	To:
(Employer)	(Dates Employed)	
(Address)	Starting:	Final:
(Telephone Number(s))	(Hourly Wage)	
(Job Title)	(Supervisor)	
(Work Performed)		
(Reason for Leaving)		

Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

Employment Data Record

Employees are treated during employment without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition or handicap, or any other legally protected status.

As an employer with an Affirmative Action Program, we comply with government regulations, including Affirmative Action responsibilities where they apply.

The purpose for this Data Record is to comply with government record keeping, reporting, and other legal requirements.

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 1 year. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

Prior to employment, I understand that I will be subject to a DMV check and drug/alcohol screening.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

(Signature of Applicant)

(Date)

Probationary Period: 1 Year

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POSITION DESCRIPTION

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Agency:	Engineer	Employee Name:	
Class Title:	Drainage Technician 1	Position Title:	Drainage Technician
Class Number:		Position Number:	
Dept./Div.:	Engineer's Office	Civil Service Status:	Classified
Unit:		Employment Status:	Full-time
Reports To:	Assistant County Engineer	FLSA Status:	Nonexempt
EEO Status:	07	DOT/O*Net Code:	005.167-014
		Normal Work Hours:	

GENERAL DESCRIPTION:

Under direction of the Drainage Engineer, inspects drainage system(s), prepares construction plans and cost estimates for ditch and drainage work; responds to complaints and meets with landowners and township trustees regarding drainage; assists in ditch construction projects.

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education or equivalent; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities. An example of an acceptable qualification for this position is experience in a position requiring a knowledge of county ditch petition and assessment procedures.

LICENSURE OR CERTIFICATION REQUIREMENTS: (*indicates may be obtained within six [6] months of employment)

Must possess a valid Ohio driver's license*; must maintain insurability under the County's insurance policy.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Modern office equipment (e.g., computer, scanner, typewriter, copier, calculator, telephone, fax machine, etc.); computer software (e.g., Microsoft Office Suite, CAD, etc.); measuring/surveying equipment (e.g., laser, thermometer, wheels, tape measure, GIS, etc.).

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); exposure to dirt, dust, and grease; has contact with potentially violent or emotionally distraught persons; exposure to potentially vicious animals; works in hot, cold, wet, humid, or windy weather conditions; exposure to life-threatening situations; may be required to operate in hazardous driving conditions; works in a confined space and/or in an area in which the means of egress is or can be obstructed; exposure to possible injury from hazardous gases, chemicals, flammables, or air contaminants; exposure to possible injury due to unclean or unsanitary conditions; exposure to possible injury as a result of working with moving mechanical parts of equipment or machines; work involves moderate lifting, pushing, pulling, reaching, and/or bending; use of hand and portable tools; other construction activities; exerts 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly while lifting, carrying, pushing, or pulling objects; ascend/descend stairs, ladders and scaffolds; may be required to work irregular and/or extended shifts during inclement weather.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

Developed by:

Clemans, Nelson & Associates, Inc.
Columbus, OH 43219

Date Adopted:
Date Revised:
4858-8972-2012, v. 1

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POSITION DESCRIPTION

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Agency:	Engineer	Employee Name:	
Class Title:	Drainage Technician 1	Position Title:	Drainage Technician 1
Class Number:		Position Number:	
Dept./Div.:	Engineer's Office	Reports To:	Drainage Engineer
Unit:			

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- 65% (1) Assists in preparing cost estimates and budgets for ditch and drainage work; maintains records of money spent on each drainage contract; prepares and submits schedules of assessments (e.g., value of prorated to acreage of property; draws watershed maps).
- 10% (2) Assists County Engineer in preparing and reviewing construction plans, including design, layout, specifications, cost estimates, assessments, etc., for drainage projects.
- 10% (3) Prepares annual ditch maintenance report for Board of Commissioners; helps plan ditch maintenance projects.
- 5% (4) Performs general office functions; locates tiles for contractors; copies blueprints; responds to inquiries from general public.
- 5% (5) Meets with township trustees and landowners to explain proposed work and schedules of assessments; resolves complaints.
- (6) Maintains required licensures and certifications.
- (7) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- (8) Attends professional education and training sessions, seminars, and workshops as directed.
- (9) Must demonstrate regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

- 5% Performs any and all other duties as assigned or directed in order to promote, further, or ensure the effective and efficient operation of the Auglaize County Engineer's Office.

Date Adopted:
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Dept./Div.:	Engineer's Office	Reports To:	Drainage Engineer
Unit:			

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: Auglaize County Engineer's Office policies and procedures*; Engineer's goals and objectives*; Engineer's policies and procedures*; department goals and objectives*; department policies and procedures*; safety practices and procedures; inspection techniques; surveying agency policies and procedures; construction practices and procedures; budgeting and bookkeeping practices.

Skill in: word processing; spreadsheets; computer operation; telephone console operation; use of modern office equipment.

Ability to: carry out instructions in written, oral, or picture form; deal with problems involving many variables and determine specific action; define problems, collect data, establish facts, and draw valid conclusions; communicate effectively orally and written; develop and maintain effective working relationships with coworkers and contractors; read and interpret an extensive variety of technical materials in books, records, and drainage work; maintain accurate and detailed records for construction projects; develop complex reports and position papers; travel to and gain access to worksites.

POSITION NUMBERS AND CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:

None.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed both the Cover Page(s) and the Inside Page(s) of my position description, and that I understand the contents of the position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

Date Adopted:
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