

OFFICE OF THE RICHLAND COUNTY ENGINEER  
77 NORTH MULBERRY STREET  
MANSFIELD, OHIO 44902

JOB DESCRIPTION

POSITION TITLE: **DEPUTY ENGINEER / BRIDGE MANAGER**

I. GENERAL DESCRIPTION:

Under the general direction of the County Engineer, the Bridge Manager is responsible for designing and implementing bridge and culvert plans in the County. The Bridge Manager performs a variety of tasks including surveying, designing, drafting, and calculating costs of projects.

II. QUALIFICATIONS:

Bachelor's degree from an accredited university or college majoring in civil engineering or related field; minimum of four years of recent documented work experience and/or training in engineering or related field or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

III. LICENSURE/CERTIFICATION REQUIREMENTS:

Must possess a valid State of Ohio driver's license and must remain insurable under the County's vehicle insurance policy. Must be a registered Professional Engineer in the State of Ohio, or ability to obtain such license within 12 months. Registration/certification as a Bridge Inspection Team Leader or Program Manager with the Ohio Department of Transportation is preferred.

IV: EQUIPMENT OPERATED:

Calculator, computer, computer software (e.g., Microsoft Office, AutoCAD, HEC-RAS, and other applicable computer software), fax machine, copier, scanner, shredder, telephone, and other standard modern business office equipment; various surveying tools.

V: WORKING CONDITIONS:

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); ascends and descends ladders and stairs; has exposure to hot, cold, wet, humid, or windy weather conditions; occasionally required to stand, walk, stoop, kneel, crouch, or crawl on even and uneven surfaces; occasional lifting up to 20 pounds. This is considered sedentary work and the employee must demonstrate the ability to perform the physical demands required of the position in accordance with the U.S. Department of Labor's physical demands strength ratings.

VI. ESSENTIAL JOB FUNCTIONS:

- (1) Assists in coordinating bridge and culvert plans; utilizes ODOT and AASHTO design manuals and specifications; analyzes hydrology/hydraulic data to design bridges and culverts; assists in the coordination of relocating utilities for bridge and culvert replacement projects.
- (2) Manages bridge inspection program, data, and files for the County; completes yearly inspections of bridges; manages bridge and culvert replacement/rehab program; develops timeline for repair/replacement projects.
- (3) Processes pay estimates, change orders, and compiles documentation for all phases of construction; completes cost estimates for County bridge, culvert projects.
- (4) Performs and/or coordinates load rating analysis for the County's bridge inventory.
- (5) Obtains or oversees the obtaining of environmental permits, completes and/or coordinates environmental documentation tasks for projects.
- (6) Supervises and manages all assigned employees (e.g., schedules and assigns tasks, etc.).
- (7) Meets all job safety requirements and all applicable safety standards that pertain to essential functions.
- (8) Maintains required licensures and certifications, if any.
- (9) Demonstrates regular and predictable attendance.

VII. OTHER DUTIES AND RESPONSIBILITIES:

- (10) Assists with field survey work using GPS and total station for topographic, boundary, and construction surveying.
- (11) Assists with Township projects, attending coordination meetings when required.
- (12) Performs other related duties as assigned.

VIII: MINIMUM ACCEPTABLE CHARACTERISTICS: (\*indicates developed after employment)

**Knowledge of:** \*County, Department, and Division goals and objectives; \*County, Department, and Division policies and procedures; generally accepted accounting principles; government structure and process; office practices and procedures; English grammar and spelling; equipment terminology and value; civil engineering; surveying; drafting; roadway and bridge engineering.

**Skill in:** typing; data entry; word processing; computer operation; computer programs (e.g., Microsoft Office, etc.); adding machine or calculator operation; use of surveying equipment.

**Ability to:** handle situations with many variables and determine specific action; understand, interpret, and apply laws, rules, or regulations to specific situations; read, copy, and record figures accurately; add, subtract, multiply, and divide whole numbers; prepare accurate documentation; compile and prepare reports; respond to routine inquiries from public and/or officials; communicate effectively; understand a variety of written and/or verbal communication; maintain records according to established procedures; handle sensitive inquiries from and contacts with officials and general public; develop and maintain effective working relationships; resolve complaints; travel to and gain access to work site; plan, schedule, and prioritize work effectively and efficiently.

IX: POSITIONS SUPERVISED:

Engineering Technician

The specific statements shown in this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

I acknowledge that the above description is a representation of the major duties and responsibilities of this position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_  
(Print Name)

Appointing: \_\_\_\_\_ Date: \_\_\_\_\_  
Authority \_\_\_\_\_  
(Print Name)