

# County Council of Cuyahoga County, Ohio

## Ordinance No. O2012-0016

Sponsored by: <b>County Executive FitzGerald on behalf of Human Resource Commission</b>	<b>An Ordinance</b> providing for adoption of various changes to the Cuyahoga County Non-Bargaining Classification Plan, and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, Section 9.01 of the Charter of Cuyahoga County states that the County's human resources policies and systems shall be established by ordinance and shall be administered in such a manner as will eliminate unnecessary expense and duplication of effort, while ensuring that persons will be employed in the public service without discrimination on the basis of race, color, religion, sex, national origin, sexual orientation, disability, age or ancestry; and,

WHEREAS, Section 9.03 of the Charter of Cuyahoga County states that the Cuyahoga County Human Resource Commission shall administer a clear, countywide classification and salary administration system for technical, specialist, administrative and clerical functions with a limited number of broad pay ranges within each classification; and,

WHEREAS, Section 2.10 of the Cuyahoga County Personnel Policies and Procedures Manual (Ordinances No. O2011-0015 and O2011-0028) states that the employment of all classified County employees is subject to the provisions of the Ohio Revised Code, the Ohio Administrative Code, the Cuyahoga County Administrative Rules and the Policies and Procedures Manual; and,

WHEREAS, the Director of Human Resources submitted several proposed changes to the Cuyahoga County Non-Bargaining Classification Plan to the Human Resource Commission; and,

WHEREAS, the Human Resource Commission held several public meetings on this matter and has undergone significant review, evaluation and modification of such submitted changes to the Cuyahoga County Non-Bargaining Classification Plan; and,

WHEREAS, on May 2, 2012, the Human Resource Commission met for their final review of the classification changes (attached hereto as Exhibits A through II), and recommend to County Council the formal adoption and implementation of the attached changes; and,

WHEREAS, on June 20, 2012, the classification changes of Fleet Services Manager and Fleet Services Supervisor (attached hereto as Exhibits JJ and KK) will be considered for approval by the Human Resource Commission, and recommended to County Council for formal adoption and implementation; and,

WHEREAS, it is necessary that this Ordinance become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County agency.

**NOW, THEREFORE, BE IT ENACTED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:**

**SECTION 1.** Council hereby adopts the following changes to the Cuyahoga County Non-Bargaining Classification Plan:

New Classifications:

- |            |              |  |
|------------|--------------|--|
| Exhibit A: | Class Title: | <i>Area Construction Engineer</i>              |
|            | Number:      | 1063516  |
|            | Pay Grade:   | 16   |
| Exhibit B: | Class Title: | <i>Assistant Maintenance Superintendent</i>    |
|            | Number:      | 1042511  |
|            | Pay Grade:   | 12   |
| Exhibit C: | Class Title: | <i>Assistant Maintenance Supervisor</i>        |
|            | Number:      | 1042513  |
|            | Pay Grade:   | 7  |
| Exhibit D: | Class Title: | <i>Bridge Inspector</i>                        |
|            | Number:      | 1062111  |
|            | Pay Grade:   | 4  |
| Exhibit E: | Class Title: | <i>C.A.D. Technician 1</i>                     |
|            | Number:      | 1061122  |
|            | Pay Grade:   | 5  |
| Exhibit F: | Class Title: | <i>C.A.D. Technician Assistant</i>             |
|            | Number:      | 10691121                                       |
|            | Pay Grade:   | 4  |
| Exhibit G: | Class Title: | <i>Capital Plan Construction Administrator</i> |
|            | Number:      | 1042191  |
|            | Pay Grade:   | 15   |
| Exhibit H: | Class Title: | <i>Chief Section Engineer</i>                  |
|            | Number:      | 1063517  |
|            | Pay Grade:   | 17   |
| Exhibit I: | Class Title: | <i>Chief Surveyor</i>                          |
|            | Number:      | 1063613  |
|            | Pay Grade:   | 17   |

Exhibit J:	Class Title:	<i>Construction Contract Coordinator</i>
	Number:	1045112
	Pay Grade:	7
Exhibit K:	Class Title:	<i>Construction Supervisor</i>
	Number:	1045113
	Pay Grade:	8
Exhibit L:	Class Title:	<i>Construction Technician</i>
	Number:	1045111
	Pay Grade:	4
Exhibit M:	Class Title:	<i>Engineer 1</i>
	Number:	1063512
	Pay Grade:	8
Exhibit N:	Class Title:	<i>Engineer 2</i>
	Number:	1063513
	Pay Grade:	10
Exhibit O:	Class Title:	<i>Engineer 3</i>
	Number:	1063514
	Pay Grade:	14
Exhibit P:	Class Title:	<i>Engineer 4</i>
	Number:	1063515
	Pay Grade:	15
Exhibit Q:	Class Title:	<i>Engineering Map Supervisor</i>
	Number:	1063711
	Pay Grade:	12
Exhibit R:	Class Title:	<i>Engineering Technician</i>
	Number:	1063511
	Pay Grade:	7
Exhibit S:	Class Title:	<i>Facilities Maintenance Administrator</i>
	Number:	1042151
	Pay Grade:	15
Exhibit T:	Class Title:	<i>Legal Clerk 1</i>
	Number:	1013411
	Pay Grade:	2
Exhibit U:	Class Title:	<i>Legal Clerk 2</i>
	Number:	1013412
	Pay Grade:	3

Exhibit V: Class Title: *Legal Clerk 3*  
Number: 1013413  
Pay Grade: 4

Exhibit W: Class Title: *Licensed Land Surveyor*  
Number: 1063612  
Pay Grade: 9

Exhibit X: Class Title: *Maintenance Superintendent*  
Number: 1042514  
Pay Grade: 15

Exhibit Y: Class Title: *Maintenance Supervisor*  
Number: 1042512  
Pay Grade: 10

Exhibit Z: Class Title: *Prevailing Wage Coordinator*  
Number: 1052511  
Pay Grade: 6

Exhibit AA: Class Title: *Project Inspector*  
Number: 1065511  
Pay Grade: 7

Exhibit BB: Class Title: *Project Manager*  
Number: 1065512  
Pay Grade: 11

Exhibit CC: Class Title: *Senior Bridge Inspector*  
Number: 1062112  
Pay Grade: 8

Exhibit DD: Class Title: *Senior Business Services Manager*  
Number: 1052323  
Pay Grade: 17

Exhibit EE: Class Title: *Senior Project Manager*  
Number: 1065513  
Pay Grade: 14

Exhibit FF: Class Title: *Sign Shop Supervisor*  
Number: 1042611  
Pay Grade: 9

Exhibit GG: Class Title: *Survey Party Chief*  
Number: 1063613  
Pay Grade: 6

Exhibit HH: Class Title: *Survey Technician*  
Number: 1063611  
Pay Grade: 3

Exhibit II: Class Title: *Vehicle Electronics Technician*  
Number: 1041111  
Pay Grade: 5

Exhibit JJ: Class Title: Fleet Services Supervisor  
Number: 1041113  
Pay Grade: 11

Exhibit KK: Class Title: Fleet Services Manager  
Number: 1041114  
Pay Grade: 13

**SECTION 2.** It is necessary that this Ordinance become immediately effective in order that critical services provided by Cuyahoga County can continue, and to continue the usual and daily operation of a County agency. Provided that this Ordinance receives the affirmative vote of eight members of Council, this Ordinance shall become immediately effective upon the signature of the County Executive.

**SECTION 3.** It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by Mr. Schron, seconded by Ms. Conwell, the foregoing Resolution was duly adopted.

Yeas: Conwell, Jones, Rogers, Simon, Greenspan, Miller, Brady, Germana, Gallagher, Schron and Connally

Nays: None

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deputy Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: June 12, 2012  
Committee(s) Assigned: Human Resources, Appointments & Equity

Second Reading: June 26, 2012

Journal CC007  
July 10, 2012

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Area Construction Engineer	<b>Class Number:</b>	1063516
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	16
<b>Dept:</b>	Public Works		

## Classification Function

The purpose of the classification is to interpret, organize, execute, and coordinate assignments in the Construction Division; to staff and oversee construction projects.

## Distinguishing Characteristics

This is a professional journey level classification, responsible for defining scope of work, identifying problem areas for investigation and developing concepts and approaches for problem solving. This class is distinguished from a Chief Section Engineer that is responsible for oversight of a Construction unit in the Construction Division of the Public Works Office.

## Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- 30% +/- 10%
  - Plans and coordinates tasks on construction projects with a variety of agencies in order to minimize disruption to the public and to maintain the requirements of the projects; conducts progress meetings with utilities, local municipalities, County department staff and the contractor; conducts inspections and documents outstanding items; certifies project completion and compliance with specifications.
- 30% +/- 10%
  - Maintains contact with engineers and officials of organizations and contracting companies with responsibility for acting independently on technical matters pertaining to construction activities of the department; reviews and approves contract supplement requests; conducts meetings to coordinate projects.
- 20% +/- 10%
  - Oversees field activities, working closely with Construction Engineers/Supervisors in maintaining consistent quality requirements for all construction projects; provides engineering and technical support; acts as an information source for departmental activities.
- 20% +/- 10%
  - Assumes duties of the Chief Section Engineer in their absence; attends and participates in professional group meetings, conferences, seminars and training; stays abreast of new trends and innovations in the field; takes and distributes meeting minutes.

## Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Civil Engineering with a minimum of nine (9) years civil engineering experience in highway and/or bridge work.

## Additional Requirements

## **Area Construction Engineer**

Requires registration as a Professional Engineer with the State of Ohio.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment, engineer's scales and measuring tools.

#### **Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

#### **Mathematical Ability**

- Ability to perform mathematical operations involving college level algebra, geometry and calculus.

#### **Language Ability & Interpersonal Communication**

- Ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.
- Ability to comprehend contractor submittals, letters, updates, inspector reports, test reports, complaints, estimates, specifications and progress photographs.
- Ability to comprehend a variety of reference books and manuals including specifications, drawings, construction manuals, estimates, publications, and OSHA standards.
- Ability to prepare project letters, approvals, submittal logs, meeting minutes, productivity graphs, performance appraisals, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department
- Ability to use and interpret engineering, construction, legal and accounting terminology and language.



**Area Construction Engineer**

- Ability to communicate with staff, clients, contractors, residents, engineers, and departmental employees and administrators.

**Environmental Adaptability**

- Work is typically performed both in an office environment and in the field, subject to dust, noise, machinery and weather.

*Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.*

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Assistant Maintenance Superintendent	<b>Class Number:</b>	1042511
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	12
<b>Dept:</b>	Public Works		

**Classification Function**

The purpose of this classification is to assist in administering and coordinating the operations of the Maintenance Department of the Public Works Engineer’s Office; to provide support to a Maintenance Superintendent.

**Distinguishing Characteristics**

This is a assistant manager classification with responsibility for supporting the Maintenance Superintendent in planning and directing the Maintenance section of the Public Works Engineer Office, under direction. This class provides support in solving operational, technical, and management problems related to maintenance. The employee participates in discussion of plans, projects, and objectives, and in presenting solutions to identified concerns. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and in ensuring that assigned activities are completed in a timely and efficient manner.

**Essential Job Functions**

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- 25% +/- 10%
- Assists in the administration of the operations of the Maintenance department; coordinates work operations with administration, contractors and the public; oversees the maintenance of and capital improvements to all Public Works Buildings.
  
- 25% +/- 10%
- Supervises the assigned maintenance area; assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents misconduct; assesses staffing requirements; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale; answers staff questions and provides information and conflict resolution as appropriate
  
- 20% +/- 10%
- Ensures efficiency of snow and ice removal operations for the Public Works; inspects bridges and roadways to assess maintenance and repair needed; reviews daily reports; inspects equipment for proper operation and upkeep.
  
- 20% +/- 5%
- Assists in evaluating, reviewing and recommending the section budget for disbursements of materials, parts, supplies, equipment and tools; reviews daily work distribution, reports, labor and materials costs and work done; approves payroll and all departmental purchases and establishes costs of work needed.
  
- 10% +/- 5%
- Reviews and responds to citizen requests and complaints; investigates all grievances within the department; plans, coordinates and attends meetings and demonstrations.

**Minimum Training and Experience Required to Perform Essential Job Functions**

## **Assistant Maintenance Superintendent**

Associate's degree or equivalent technical training in the trades or construction fields with six (6) years of related experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

### **Additional Requirements**

Requires a driver's license in the State of Ohio.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment.
- Ability to operate a variety of maintenance equipment including snooper, lifts, survey instruments, metal detector, safety equipment, computers and peripheral equipment.

#### **Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

#### **Mathematical Ability**

- Ability to understand and apply basic mathematics and algebra and geometry.

#### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including forms, plans, maps, legal descriptions, fiscal reports, payroll sheets, grievances, bridge drawings, highway drawings, certifications, contracts, and reports.
- Ability to comprehend a variety of reference books and manuals including departmental and County personnel policy manual, O.D.O.T. manuals, reference manuals, trade publications, specifications, union contracts, standards, guidelines, and codes.
- Ability to prepare performance appraisals, correspondence, agreements, contracts, plans, project estimates, charts, accident reports and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to work with others to coordinate the programs and/or resolve typical problems associated with the responsibilities of the job.

## **Assistant Maintenance Superintendent**

- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret maintenance, construction and engineering terminology and language.
- Ability to communicate with consultants, departmental employees, supervisor, and administrators.

## **Environmental Adaptability**

- Work is typically performed in an office environment and in the field.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Assistant Maintenance Supervisor	<b>Class Number:</b>	1042513
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	7
<b>Dept:</b>	Public Works		

## Classification Function

The purpose of this classification is to oversee and participate in operations at a specific Public Works Maintenance Facility, to include maintenance of County roadways and bridges within Townships, and direct general facility procedures.

## Distinguishing Characteristics

This is a technical, assistant supervisor classification. This class requires exercise of judgment and consults with a supervisor as new or unusual situations arise. The employee ensures that work is performed effectively and efficiently and according to OSHA safety requirements. This class is distinguished from the Maintenance Supervisor that is responsible for first-line supervision of a maintenance facility.

## Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- 60% +/- 20%  
• Assigns, supervises, and works with a crew of construction personnel engaged in bridge, road, and facility construction, maintenance, and repair, which may require climbing on steel beams, girders, concrete arches, and related bridge structures or while working from scaffolding and personnel conveyance devices, such as a snooper, spider, manlift or similar equipment assists in maintaining discipline of employees and maintaining accountability.
- 20% +/- 10%  
• Estimates, plans and organizes the materials, tools and equipment necessary to perform an assignment; documents all materials, labor and vehicles at the facility and on projects; completes or reviews reports.
- 20% +/- 10%  
• Inspects projects in advance and advises supervisor of requirements of personnel, materials and equipment; assists in snow and ice operation, as needed.

## Experience Required to Perform Essential Job Functions

High school diploma supplemented with vocational training with two (2) years of experience assigning, supervising, and working with a crew of construction/maintenance personnel; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

## Additional Requirements

Required to have a driver's license with the State of Ohio.

## Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

### Physical Requirements

Ability to operate automated office machines including computers and peripheral equipment. Ability to perform tasks while climbing on steel beams, girders, concrete arches, and related bridge structures or

## **Assistant Maintenance Supervisor**

while working from scaffolding and personnel conveyance devices, such as a snooper, spider, manlift or similar equipment.

### **Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.

### **Mathematical Ability**

- Ability to understand and apply addition, subtraction, multiplication, and division.

### **Language Ability & Interpersonal Communication**

- Ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including plans, reports, invoices, work orders, preventative maintenance reports and historic plans of previous projects.
- Ability to comprehend a variety of reference books and manuals including OSHA rules and standards (including MSDS file) as they apply to personnel, equipment and vehicle safety, the Work Order Program
- Ability to prepare timesheets, maintenance reports, work orders, estimates and quotes, drawings and plans and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to serve as a lead worker, record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the department.
- Ability to use and interpret basic engineering related terminology and language
- Ability to communicate with supervisor, maintenance staff, engineers, co-workers, and the general public.

### **Environmental Adaptability**

- Work is typically performed in the field subject to noise, traffic, dust, and traffic and in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Bridge Inspector	<b>Class Number:</b>	1062111
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	4
<b>Dept:</b>	Public Works		

## Classification Function

The purpose of the classification is to assist higher-level Bridge Inspectors with the inspection of bridges and culverts and to assist in the maintenance of related bridge inventory, records and files.

## Distinguishing Characteristics

This is an entry level technical classification that works under direct supervision. The employees in this class work under a framework policies, procedures, regulations and codes. Employees are required to have basic knowledge of structural behavior and basic knowledge of modern engineering methods and techniques as applied to construction and maintenance of structures, records, evaluates and rates the conditions of the bridges as determined in the field.

## Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- 30% +/- 10%
- Visually inspects all components of bridges and culverts for deterioration, cracks and other defects; identifies all visible defects in the structure whether as a result of deterioration, construction practice or original design.
  
- 30% +/- 10%
- Completes various bridge inspection forms and reports; prepares various data lists to be used in the bridge management/inspection section.
  
- 20% +/- 5%
- Provides an information base for immediate action to limit use of or close to traffic, any structure which is revealed by inspection to be hazardous; recommends repairs for each inspected structure and enter data in computer.
  
- 10% +/- 5%
- Prepares maps, forms and sketches as required for the bridge inspections; prepares and details the construction plans necessary for the repair work to be done.
  
- 10% +/- 5%
- Maintains files and computer entries for information and drawings pertinent to bridge inspection; uses AutoCAD to draw sketches for recommended bridge reports.

## Minimum Training and Experience Required to Perform Essential Job Functions

A high school diploma or GED with one (1) year of experience in bridge inspection; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

## Additional Requirements

No required licenses.

## **Bridge Inspector**

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment.
- Ability to operate an inspection van, snoopers, man-lift, tracker, motor boat and various other structural inspection tools.

#### **Supervisory Responsibilities**

No supervisory responsibilities.

#### **Mathematical Ability**

- Ability to understand and apply addition, subtraction, multiplication, and division.

#### **Language Ability & Interpersonal Communication**

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend reports, forms, inventory sheets, drawings, sketches, and work orders.
- Ability to comprehend a variety of reference books and manuals including specifications, drawings, manuals, tables, codes and standards.
- Ability to prepare reports, sketches, drawings, permits, memos, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department
- Ability to use and interpret engineering terminology and language.
- Ability to communicate with contractors, engineers, other agencies, and departmental employees and administrators.

#### **Environmental Adaptability**

- Work is typically performed both in an office environment and in the field, subject to dust, noise, machinery and weather.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	C.A.D. Technician 1	<b>Class Number:</b>	1061122
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	5
<b>Dept:</b>	Public Works		

## Classification Function

The purpose of this classification is to update, prepare and maintain the tax maps and G.I.S parcel maps; to review legal descriptions, plats of surveys, maps of official records, annexations, vacations and dedications for incorporation/conversion into the Shared Land Base System.

## Distinguishing Characteristics

This is an entry level, technical classification that utilizes a computer aided drafting program to digitize and create hardcopies of documents and maps. This classification works under a framework of well-defined procedures. This class requires a limited exercise of judgment and consults with a supervisor as new or unusual situations arise. This class is distinguished from the Engineer Map Supervisor that oversees the work of this class and requires a higher level of education and experience.

## Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Updates, prepares and maintains the tax maps and G.I.S parcel maps; digitally captures data from various sources including C.A.D. design or drawing files, geocoded point data, field survey and hardcopy drawings using G.I.S software; prints out deeds for confirm legal descriptions and location of parcels. 40% +/- 10%
- Creates compiles and maintains geospatial datasets; draws plats into a microstation; measures acreage. 10% +/- 10%
- Performs standard database queries and special analysis; runs queries and expressions to update database; runs validations, checking for errors 20 +/- 10%

## Experience Required to Perform Essential Job Functions

High School diploma; some technical training in C.A.D. system software or a related field; two (2) years of drafting and/or computer experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

## Additional Requirements

No required licenses.

## Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

### Physical Requirements

- Ability to operate automated office machines including computers and peripheral equipment.

## **C.A.D. Technician I**

### **Supervisory Responsibilities**

No supervisory responsibilities.

### **Mathematical Ability**

- Ability to understand and apply addition, subtraction, multiplication, and division and basic algebra and geometry.

### **Language Ability & Interpersonal Communication**

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including plats, legal descriptions, and City ordinances.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, reference and computer manuals, aerial photos, plats and legal documents.
- Ability to prepare tax maps and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the department.
- Ability to use and interpret basic engineering and land use related terminology and language
- Ability to communicate with supervisor, co-workers, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	C.A.D. Technician Assistant	<b>Class Number:</b>	10691121
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	4
<b>Dept:</b>	Public Works		

**Classification Function**

The purpose of this classification is to perform clerical and tax map maintenance duties for the Tax Map unit in the Public Works Surveyor's Section.

**Distinguishing Characteristics**

This is an entry level classification that performs some drafting duties and utilizes a computer aided drafting program to revise tax map books, and performs clerical work for the unit. This classification works under a framework of well-defined procedures. This class requires a limited exercise of judgment and consults with a supervisor as new or unusual situations arise. This class is distinguished from the C.A.D. Technician I that requires a higher level of experience using C.A.D. software and works with greater independence in performance of duties.

**Essential Job Functions**

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- 20% +/- 10%
- Draws in revisions in the Fiscal Officer's tax map books with protractors, triangles, etc. and using basic C.A.D. software.
- 10% +/- 10%
- Performs daily deed transfers in Fiscal Officer's tax map books; receives, indexes and copies daily deed assignments.
- 20% +/- 10%
- Assists attorneys, title companies, surveyors, and the general public in the map room; performs research for the Land and Right-of-Way Divisions.
- 50% +/- 20%
- Performs a variety of clerical duties, including operating reproduction equipment, assembling and compiling data for reports, and delivering copies, prints and/or office supplies to front office

**Experience Required to Perform Essential Job Functions**

High school diploma supplemented with technical training in C.A.D. system software or a related field is desirable; one year of drafting and/or computer experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

**Additional Requirements**

No required licenses.

**Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

**Physical Requirements**

- Ability to operate automated office machines including computers and peripheral equipment.

## **C.A.D. Technician Assistant**

### **Supervisory Responsibilities**

No supervisory responsibilities.

### **Mathematical Ability**

- Ability to understand and apply addition, subtraction, multiplication, and division.

### **Language Ability & Interpersonal Communication**

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including plats, legal descriptions, and City ordinances.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, reference and computer manuals, plats and deeds.
- Ability to prepare copies, updates on tax maps and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the department.
- Ability to use and interpret basic engineering and land use related terminology and language
- Ability to communicate with supervisor, co-workers, attorneys, title companies, surveyors, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Capital Plan Construction Administrator	<b>Class Number:</b>	1042191
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	15
<b>Dept:</b>	Public Works		

**Classification Function**

The purpose of this classification is to plan, organize, manage, and administer construction projects for all County owned facilities.

**Distinguishing Characteristics**

This is a senior management classification with responsibility for planning, managing and administering construction projects for all County owned facilities, under general direction. This class requires the analysis and solution of operational, technical, administrative and management problems related to capital projects. The employee is expected meet, consult and collaborate with the County Engineer to discuss plans, programs, and objectives, and to present solutions to identified concerns. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner.

**Essential Job Functions**

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- 30% +/- 10%
- Coordinates future plan scoping; distributes job duties; determines project delivery method; reviews plans and specifications for constructability; assists in reviewing bids; prepares project estimates; prepares or administers staffing needs for facility construction group.
  
- 25% +/- 10%
- Supervises the assigned staff; assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents misconduct; assesses staffing requirements; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale; answers staff questions and provides information and conflict resolution as appropriate.
  
- 30% +/- 5%
- Evaluates project progress and prioritizes work assignments; evaluates consultants for new projects; observes and inspects projects under construction; observes field conditions of proposed projects; review or approves contractors' pay adjustments; reviews and makes recommendations for project change orders; coordinates plan changes; assists contractors and consultants quality of workmanship; processes final payments and close out documentation; communicates contract milestones to County Executive staff and others; reviews contracts; reviews project claims.
  
- 15% +/- 5%
- Develops and recommends department policies and procedures; reviews all incoming and outgoing correspondence; drafts letters to respond to correspondence; responds to inquiries from other public agencies; serves on various committees; attends and conducts meetings.

**Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's degree in engineering, Master's degree preferred, with seven (7) years previous experience.

**Additional Requirements**

License as a professional engineer in the State of Ohio.

**Minimum Physical and Mental Abilities Required to Perform Essential Job Functions****Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment and various construction tools.

**Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

**Mathematical Ability**

- Ability to understand and apply college level algebra, geometry, calculus and statistics.

**Language Ability & Interpersonal Communication**

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including project plans and tasks, project schedules, project pay applications, change orders, timesheets, leave requests, reports, plans, project specifications, schedules, data and invoices.
- Ability to comprehend a variety of reference books and manuals including departmental and County personnel policy manual, design manuals, reference manuals, contracts, and codes.
- Ability to prepare performance appraisals, correspondence, agreements, contracts, plans, project budgets, policies and procedures, estimates, requests for proposal, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret engineering, construction management and budgetary terminology and language.
- Ability to communicate with staff, directors of other sections, consultants, attorneys, vendors, departmental employees, and administrators.

**Environmental Adaptability**

- Work is typically performed in an office environment and in the field.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Chief Section Engineer	<b>Class Number:</b>	1063517
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	17
<b>Dept:</b>	Public Works		

## Classification Function

The purpose of this classification is to plan, organize, manage, and control a section in the Public Works Engineer Office that may include Highway Design, Bridge Design, Bridge Inspection and Maintenance, Construction, or Transportation and Traffic Planning; to provide highly responsible administrative support to Chief Deputy Engineer.

## Distinguishing Characteristics

This is a senior management classification with responsibility for planning, directing and controlling a section of the Public Works Engineer Office, under general direction. This class requires the analysis and solution of operational, technical, administrative and management problems related to engineering. The employee is expected meet, consult and collaborate with the Chief Deputy Engineer to discuss plans, programs, and objectives, and to present solutions to identified concerns. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner.

## Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- 40% +/- 10%

• Plans, organizes, directs, and controls assigned functions in compliance with State and local laws, regulations, and engineering requirements; in conjunction with the Chief Deputy Engineer, directs projects, programs, objectives, policies, procedures, and staffing plans; designs and approves plans; develops funding strategies for projects; advises County Engineer and Director on policy and project status.
- 25% +/- 10%

• Supervises the assigned section; assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents misconduct; assesses staffing requirements; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale; answers staff questions and provides information and conflict resolution as appropriate
- 25% +/- 5%

• Evaluates project progress and prioritizes work assignments; evaluates consultants for new projects; observes and inspects field projects under construction; develops solutions to project problems; observes field conditions of proposed projects.
- 10% +/- 5%

• Reviews all incoming and outgoing correspondence; drafts letters to respond to correspondence; responds to inquiries from other public agencies; serves on various committees; attends and conducts meetings.



## **Chief Section Engineer**

### **Minimum Training and Experience Required to Perform Essential Job Functions**

A Bachelor's Degree in engineering or a related field desirable with eight (8) years previous experience, including one year of supervisory experience.

### **Additional Requirements**

License as a professional engineer with the State of Ohio.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

#### **Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

#### **Mathematical Ability**

- Ability to understand and apply college level algebra, geometry, calculus and statistics.

#### **Language Ability & Interpersonal Communication**

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including project plans, project work schedules, timesheets, leave requests, various functional reports, legislative agreements, data and invoices.
- Ability to comprehend a variety of reference books and manuals including engineer design manuals, departmental and County personnel policy manual, reference manuals, Ohio Revised Code, contracts, and codes.
- Ability to prepare memos, performance appraisals, correspondence, agreements, contracts, plans, estimates, requests for proposal, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

## **Chief Section Engineer**

- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret engineering, legal, construction and accounting terminology and language.
- Ability to communicate with staff, directors of other sections, consultants, vendors, departmental employees, and administrators.

## **Environmental Adaptability**

- Work is typically performed in an office environment and in the field.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Chief Surveyor	<b>Class Number:</b>	1063613
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	17
<b>Dept:</b>	Public Works		

**Classification Function**

The purpose of this classification is to plan, organize, manage, and control the Survey section of the Public Works Engineer Office related to field crews, right-of-way plan preparation, legal description preparation, land acquisition issues, and public assistance regarding land boundary records; directs map tax map section operations as related to maintaining the current tax maps and G.I.S system mapping for land valuation and property tax assessment.

**Distinguishing Characteristics**

This is a management classification with responsibility for planning, directing and controlling the Survey section of the Public Works Engineering Office under general direction. This class requires the analysis and solution of operational, technical, administrative and management problems related to engineering. The employee is expected meet, consult and collaborate with the Chief Deputy Engineer to discuss plans, programs, and objectives, and to present solutions to identified concerns. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner.

**Essential Job Functions**

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- 20% +/- 10%
- Directs the work of field survey crew operations, Tax Map operations, Right-of-Way plan development operations, Record Room operations, and the Reproduction Department operations; Performs site visits for design development; coordinates work schedules, project priorities and scopes of work parameters.
  
- 20% +/- 10%
- Supervises the assigned section; assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents misconduct; assesses staffing requirements; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale; answers staff questions and provides information and conflict resolution as appropriate
  
- 20% +/- 5%
- Evaluates bid proposals, consultant submissions, new equipment performance, overall department performance, departmental interaction with other departments, computer operations and network development.
  
- 20% +/- 5%
- Prepares and writes a variety of reports, charts, schedules, graphs, legal descriptions, resolutions, plats and drawings, requests for proposals, training lesson plans, requisitions and directives; reviews plans, studies, proposals, budgets, legal descriptions, resolutions, plats, field notes, purchase requisitions and miscellaneous documents.

## Chief Surveyor

10% +/- 5%

- Directs and oversees budget preparation for the department; monitors and authorizes expenditures; reviews and approves staff time sheets.

10% +/- 5%

- Attends a variety of project status meetings, O.D.O.T. meetings, consultant meetings, public meetings, County Commissioners Board meetings, professional advancement seminars, conferences and training classes, meetings with the Prosecutor's representatives, Planning Commission, Township representatives and the public.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

A Bachelor's degree in surveying or related field with six (6) years experience including highway/bridge plan preparation, field surveying practices, and GPS/GIS mapping.

### **Additional Requirements**

Requires registration as a Professional Surveyor in the State of Ohio.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

#### **Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

#### **Mathematical Ability**

- Ability to understand and apply college level algebra, geometry, calculus and statistics.

#### **Language Ability & Interpersonal Communication**

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.

## **Chief Surveyor**

- Ability to comprehend a variety of informational documents including forms, highway and bridge design plans, plat maps, legal descriptions, bid documents, certifications, subpoenas and reports.
- Ability to comprehend a variety of reference books and manuals including O.D.O.T. manuals, O.R.C., County conveyance standards, N.G.S. guidelines, County personnel policy manual, reference manuals, contracts, specifications, standards, guidelines, and codes.
- Ability to prepare right-of-way plans, legal descriptions, map and exhibit sketches, memos, performance appraisals, correspondence, agreements, contracts, plans, estimates, requests for proposal, databases, charts, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage, supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret engineering and legal terminology and language.
- Ability to communicate with staff, directors of other sections, consultants, vendors, departmental employees, and administrators.

## **Environmental Adaptability**

- Work is typically performed in an office environment and in the field.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Construction Contract Coordinator	<b>Class Number:</b>	1045112
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	7
<b>Dept:</b>	Public Works		

**Classification Function**

The purpose of this classification is to assemble all County Engineer construction project bid packages based on engineering specifications received from the Design Division, and to process all estimates to be paid and amended agreements; to perform related clerical work, as required.

**Distinguishing Characteristics**

This is a journey level technical classification with responsibility for assembling, delivering, tracking and filing information related to construction contracts. This classification works under a framework of defined procedures and regulations. The incumbent exercises discretion in applying procedures to ensure that assigned activities are completed in a timely and efficient manner. This class is distinguished from the Construction Supervisor that is a first-line supervisor.

**Essential Job Functions**

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- 30% +/- 10%
- Assembles all Public Work’s engineering specifications received from the Design Division into a complete construction bid package for requests for proposal; attends pre-bid conferences and bid openings. Computes all bidders’ quotes and makes necessary preparations to award projects.
- 20% +/- 10%
- Upon award of contract, prepares and distributes contracts; processes estimates for each active project; processes amended agreements for each project
- 15% +/- 10%
- Prepares and processes applications to the County Council for all projects; prepares and processes “Notice of Commencements” at the Fiscal Officer’s Office for all projects.
- 15% +/- 10%
- Acts as Prevailing Wage Coordinator: registers each project; receives all updates to update master prevailing wage packet; receives and disperses all certified payroll reports; corresponds with the County Commissioner’s designee regarding all prevailing wage information.
- 20% +/-5%
- Establish and maintain files for each project, utilizing appropriate computer software packages as necessary.

**Experience Required to Perform Essential Job Functions**

High school diploma or GED with five (5) years of related experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

## **Construction Contract Coordinator**

### **Additional Requirements**

No license requirements.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

#### **Supervisory Responsibilities**

- No supervisory requirements

#### **Mathematical Ability**

- Ability to add, subtract, multiply and divide.

#### **Language Ability & Interpersonal Communication**

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including bid proposals, legal documents, prevailing wage information, forms, files, and applications.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, reference manuals, OSHA rules and standards, specifications, and prevailing wage information.
- Ability to prepare requests for proposal, correspondence, applications, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record, deliver, and file information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the department.
- Ability to use and interpret construction related terminology and language.
- Ability to communicate with supervisor, employees of other sections, consultants, contractors, departmental employees, and administrators.

#### **Environmental Adaptability**

- Work is typically performed in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Construction Supervisor	<b>Class Number:</b>	1045113
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	8
<b>Dept:</b>	Public Works		

## Classification Function

The purpose of this classification is to supervise the engineering details of a construction project and to take responsibility for the administration and satisfactory completion of the project.

## Distinguishing Characteristics

This is a first-line supervisor classification with responsibility for overseeing projects under a framework of defined policies, procedures, regulations and guidelines. The incumbents exercise discretion in applying procedures and regulations to resolve project issues. The employees in this classification assist in ensuring that projects are completed on time, on budget and with adherence to contract requirements. The employees in this class work under direction from a Chief Division Engineer. This class supervises clerical and technical level classifications.

## Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- 20% +/- 10%
- Supervises the work of clerical and technical staff and students; provides instruction and training; plans, coordinates, assigns and reviews work; reviews and approves timesheets; allocates personnel; maintains standards; acts on problems and concerns; evaluates performance and recommends transfers/promotions, discipline and salary increases.
- 10% +/- 10%
- Writes daily diaries to list any pay items not reported staff and to record all pertinent information about daily progress on project; reviews staff reports to verify accuracy.
- 20% +/- 10%
- Oversees construction project logistics; inspects material delivered to project and verifies approved supplier; prepares materials to document quantity of materials delivered to project site; writes or sketches any changes that have been made to project plans; writes estimates as contractor successfully completes bid items; writes change orders or subsidiary agreements when there are increases or decreases in plan bid items; reviews cost analysis or extra work change orders submitted by contractors for payment; observes all maintenance of traffic devices to verify that they are placed correctly and visible to the public; meets with various utilities regarding conflicts with overhead or underground lines; coordinates solutions to complete project.
- 15% +/- 10%
- Tracks schedules and task completions on projects; coordinates contractor daily and weekly work schedule to ensure testing and sampling are preformed at time of operations; enters contractor's progress schedule for each category of work including roadway, waterworks, drainage, and pavement, into computer for projects administered by ODOT; makes drawings and calculations for bid items for final pay quantities.
- 15% +/- 10%
- Schedules progress meetings to inform local agencies and administering organizations of progress and discuss problems; informs schools, police, fire, transportation, sewer, and water of problems and of opening and closing dates or roadways; meets with homeowners and businesses to discuss concerns prior to and during projects.



20% +/- 10%

- Evaluates quality and accuracy of project plans upon completion of construction project; evaluate the general contractor and any sub-contractors on various phases of construction upon completion; videotapes construction site with commentary prior to and after construction for use in potential claims; maintains force account records (manpower, equipment, materials, etc.) of work performed that was in conflict with plans or bid items.

**Minimum Training and Experience Required to Perform Essential Job Functions**

Associate's degree in engineering technology with three years of related experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

**Additional Requirements**

No licensing requirements

**Minimum Physical and Mental Abilities Required to Perform Essential Job Functions****Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

**Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

**Mathematical Ability**

- Ability to understand and perform addition, subtraction, multiplication and division.

**Language Ability & Interpersonal Communication**

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including invoices, data, calculations, drawings, forms, plans, maps, legal descriptions, certifications, and reports.
- Ability to comprehend a variety of reference books and manuals including reference manuals, drawings, catalogs, specifications, standards, guidelines, and codes.

- Ability to prepare board actions, contract modifications, certifications, memos, correspondence, agreements, reports, calculations, plans, estimates, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret legal, engineering, land use or other terminology and language related to assignment.
- Ability to communicate with staff, attorneys, engineers, other agencies, consultants, departmental employees, and the general public.

**Environmental Adaptability**

- Work is typically performed in an office environment and in the field.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Construction Technician	<b>Class Number:</b>	1045111
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	4
<b>Dept:</b>	Public Works		

## Classification Function

The purpose of this classification is to inspect various phases of construction to insure that the project complies with contractual plans and specifications.

## Distinguishing Characteristics

This is a technical classification with responsibility for inspecting phases of construction for compliance with plans and specifications. This classification works under a framework of well-defined procedures and regulations. The incumbent performs assignments designed to develop technical work knowledge and abilities pertaining to the operation of all types of surveying instruments. Limited exercise of judgment is required on details of work and making preliminary selections and adaptations of surveying alternatives. This class is distinguished from the Construction Supervisor that supervises this class and requires a higher level of education and experience.

## Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- 60% +/- 10%
  - Inspects various phases of construction to insure that the project complies with contractual plans and specifications; interprets construction plans and standard drawings; samples for physical tests of construction materials; documents observations of all technical work in bridge and road construction; provides daily reports of work done on a project and provides necessary profit documentation as directed by the Construction Engineer/Supervisor; compiles list of non-satisfactory, defective or incomplete work for project finalization
- 30% +/- 10%
  - Samples cement concrete, bituminous concrete mixes and other materials require conformance with specifications; calculate quantities and compiles engineering data and statistics; transports testing samples to an approved testing facility for analysis; calculates quantities and compiles engineering data and statistics;
- 10% +/- 5%
  - Serves as a liaison; assures safety practices are being met; records daily attendance; verifies overtime reports; orders office supplies; conducts annual inventory; assists with other office duties; uses engineering instruments and equipment in making engineering drawings.

## Experience Required to Perform Essential Job Functions

High school diploma or equivalent with two (2) years of related experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

## Additional Requirements

No required licenses.

## **Construction Technician**

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of survey tools and equipment and automated office machines including computers and peripheral equipment.

#### **Supervisory Responsibilities**

No supervisory responsibilities.

#### **Mathematical Ability**

- Ability to understand and apply trigonometry as applied to the computation of angles, distances, areas, traverses and circular curves.

#### **Language Ability & Interpersonal Communication**

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including timesheets, invoices, engineering plans and specifications, delivery tickets, forms, and work orders.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy and personnel manuals, reference manuals, OSHA rules and standards, specifications, and standards.
- Ability to prepare calculations, records of samples, inspection reports, signage summary, force account, inspection report, and other notes in field book, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the department.
- Ability to use and interpret construction related terminology and language.
- Ability to communicate with supervisor, consultants, engineers, co-workers, and the general public.

#### **Environmental Adaptability**

- Work is typically performed in an office environment and in the field.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Engineer 1	<b>Class Number:</b>	1063512
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	8
<b>Dept:</b>	Public Works		

## Classification Function

The purpose of the classification is to perform technical assignments in connection with public works construction; to prepare drawings and reports; to prepare and check engineering computations; to inspect materials and construction.

## Distinguishing Characteristics

This is an entry level professional classification that works under direct supervision while gaining engineering experience. The employees in this class work under a framework of the more routine work methods and procedures and works with increasing independence as work experience is gained. This class is distinguished from the Senior Engineer Intern in that the later has a greater level of experience, performs more complex work, and performs work with greater independence.

## Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Under supervision of an engineer or construction supervisor, inspects various phases of construction to insure that the project complies with contractual plans and specifications. 30% +/- 10%
- Samples for physical tests of construction materials; samples concrete, bituminous concrete mixes and other materials requiring conformance with specifications. 30% +/- 10%
- Documents observations of all technical work in bridge and road construction; provides daily reports of work done on a project and provides necessary profit documentation, as directed. 20% +/- 10%
- Performs clerical and statistical work involving construction data and investigates permit requests; 10% +/- 5%
- Calculate quantities and compiles engineering data and statistics. 10% +/- 5%

## Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Civil Engineering with six (6) months of related experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

## Additional Requirements

No special license or certification is required.

## Engineer 1

### Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

#### Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

#### Supervisory Responsibilities

No supervisory responsibilities.

#### Mathematical Ability

- Ability to perform mathematical operations involving algebra and geometry including volume, weights, yield and load testing.

#### Language Ability & Interpersonal Communication

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend reports, accounts, delivery tickets, material certifications, and project updates.
- Ability to comprehend a variety of reference books and manuals including specifications, drawings, manuals, estimates, publications, codes and standards.
- Ability to prepare estimates, logs, agreements, reports, evaluations, meeting minutes, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department
- Ability to use and interpret engineering terminology and language.
- Ability to communicate with contractors, part-time staff, other agencies, vendors, engineers, and departmental employees and administrators.

#### Environmental Adaptability

- Work is typically performed both in an office environment and in the field, subject to dust, noise, machinery and weather.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Engineer 2	<b>Class Number:</b>	1063513
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	10
<b>Dept:</b>	Public Works		

## Classification Function

The purpose of the classification is to perform technical assignments in connection with public works construction or transportation planning; to prepare engineering standards, applications, agreements, addendums and contract modifications; to prepare and check engineering computations; to inspect materials and construction.

## Distinguishing Characteristics

This is a professional level classification that works under a framework of standard work methods and procedures. The employee applies engineering standards and criteria in assisting to resolve project problems and issues, under the direction of a Chief Section Engineer. This class is distinguished from the Engineer Intern in that the later has less work experience and works under a greater degree of supervision.

## Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Prepares responses to Municipal requests for infrastructure improvement projects based on policy, infrastructure condition, availability of funds, and priorities; prepares recommendations for capital improvement projects; prepares cost estimates and project documents needed for projects. 30% +/- 10%
- Under supervision of a registered engineer, inspects various phases of construction to insure that the project complies with contractual plans and specifications; samples for physical tests of construction materials; samples concrete, bituminous concrete mixes and other materials requiring conformance with specifications. 30% +/- 10%
- Initiates and is responsible for the consultant engineer hiring process; prepares agreements, addendums and contract modifications. 10% +/- 5%
- Documents observations of all technical work in bridge and road construction; provides daily reports of work done on a project and provides necessary profit documentation as directed. 10% +/- 5%
- Performs clerical and statistical work involving construction data; calculate quantities and compiles engineering data and statistics; prepares recommendations for Capital Improvement projects. 10% +/- 5%
- Conducts and/or participates in meetings; stays abreast of current trends in civil engineering. 10% +/- 5%

## Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Civil Engineering with three (3) years of related experience.

## **Engineer 2**

### **Additional Requirements**

Certification as an Engineer-in-Training (EIT) from the State of Ohio.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

#### **Supervisory Responsibilities**

- No supervisory responsibilities; may oversee the work of part-time and/or clerical staff.

#### **Mathematical Ability**

- Ability to perform mathematical operations involving college level algebra, geometry, calculus and statistics.

#### **Language Ability & Interpersonal Communication**

- Ability to perform mid-level level of data analysis including the ability to evaluate, analyze, review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend reports, project work schedules, letters, agreements, funding documents, pre-proposals, certifications, and project updates.
- Ability to comprehend a variety of reference books and manuals including specifications, drawings, manuals, estimates, publications, codes and standards.
- Ability to prepare estimates, letters, estimates, datasheets, applications, agreements, reports, evaluations, requests for qualifications, meeting minutes, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals including government officials, Planning Commission, County employees and the general public.
- Ability to use and interpret engineering terminology and language.
- Ability to communicate with contractors, part-time staff, other agencies, vendors, engineers, and departmental employees and administrators.

#### **Environmental Adaptability**

- Work is typically performed both in an office environment and in the field, subject to dust, noise, machinery and weather.



**Engineer 2**

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Engineer 3	<b>Class Number:</b>	1063514
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	14
<b>Dept:</b>	Public Works		

## Classification Function

The purpose of this classification is to inspect, evaluate, rate, report and analyze the condition and ongoing maintenance needs of County structures; to apply standard engineering techniques and procedures to engineering projects, to review the work of consultants and to assist in designing engineering plans and specifications.

## Distinguishing Characteristics

This is a professional classification with responsibility for ensuring public safety by evaluating structural integrity of public works infrastructure. This class requires the solution of technical problems related to engineering design. The employee is expected design maintenance repairs and provide solutions to identified concerns. The employees in this classification are expected to make decisions independently, but consults with management/supervisory staff concerning unusual problems and developments. This class is distinguished from the Engineer IV that has more responsibility for project coordination and directing the work of professional and technical staff.

## Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Performs design and analysis of structures and highway improvement plans; records, evaluates and rates the condition of structures; records, itemized and reviews inventory; inspects project sites to evaluate project needs based on site specific requirements; prepares and compiles data lists; performs calculations; reviews and approves consultant submitted projects for current County and State standards. 40% +/- 10%
- May oversee the work of drafting personnel and technicians; makes recommendations for work orders; coordinates projects with utilities as needed; may coordinate federal and state funding for projects; may perform traffic analysis and projection for projects. 30% +/- 10%
- Gathers and analyzes existing data from various sources including record plans, field survey data, site visits, pavement/core samples, etc.; prepares and reviews reports, correspondence and records for submission; maintains current project files. 20% +/- 5%
- Attends meetings and demonstrations; collects and processes data for technical analysis and report preparation; makes written reports of technical work; orders supplies and maintains inspections inventories; prepares sketches and drawings for work orders. 10% +/- 5%

## Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Civil Engineering with six (6) years of related engineering experience.

## Additional Requirements

Requires registration as a professional engineer with the State of Ohio.

## Engineer 3

### Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

#### Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

#### Supervisory Responsibilities

- Ability to oversee the work of technical staff and to maintain standards.

#### Mathematical Ability

- Ability to understand and apply college level algebra, geometry, calculus and statistics.

#### Language Ability & Interpersonal Communication

- Ability to perform mid-level data analysis including the ability to audit, evaluate, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including reports, construction plans, inventory sheets, data, design, calculations, drawings, forms, plans, maps, legal descriptions, certifications, and reports.
- Ability to comprehend a variety of reference books and manuals including assessment sheets, inventory lists, critical structure reports, reference manuals, drawings, catalogs, specifications, standards, guidelines, and codes.
- Ability to prepare memos, correspondence, work orders, reports, calculations, plans, inventory sheets, drawings, bid documents, sketches and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret engineering terminology and language.
- Ability to communicate with engineers, maintenance personnel, municipalities, vendors, other agencies, consultants, departmental employees, and the general public.

#### Environmental Adaptability

- Work is typically performed in an office environment and in the field.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Engineer 4	<b>Class Number:</b>	1063515
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	15
<b>Dept:</b>	Public Works		

## Classification Function

The purpose of this classification is to plan, perform, coordinate, direct and review large complex bridge and structural design projects; to design and provide support for engineering projects as assigned; may represent the County Engineer in conferences to resolve important questions and to plan and coordinate work.

## Distinguishing Characteristics

This is a professional classification with responsibility for performing engineering projects under a framework of procedures and regulations. This class requires the solution of technical problems related to engineering design. The employee is expected discuss plans, projects, and objectives, and to present solutions to identified concerns. The incumbent exercises discretion in applying procedures to resolve design issues. The employees in this classification are expected to make decisions independently on engineering problems and methods and to use advanced techniques in the application of theories, precepts and practices of engineering, but consults with the Chief Section Engineer or Assistant Chief Section Engineer concerning unusual problems and developments.

## Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- 40% +/- 10%
  - Plans, performs, coordinates, and reviews work on large, complex engineering projects; applies complex engineering principles and criteria for project design; performs complex structural, hydrological calculations for design of bridge and culvert projects; prepares cost estimates and contract documents; performs calculations and prepares sketches.
- 30% +/- 10%
  - Reviews the work of consultant engineers for conformance with standards and accepted practice. Includes review of invoices and proposals.
- 20% +/- 5%
  - Oversees the work of supporting professionals and clerical staff, collects and processes data for technical analysis and report preparation; and make written and oral presentations of technical work; performs routine studies and reports related to the planning for infrastructure management and improvements.
- 10% +/- 5%
  - Plans, coordinates and attends meetings and demonstrations; collects and processes data for technical analysis and report preparation; makes written and oral presentations of technical work.

## Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Civil Engineering with eight (8) years of related engineering experience.

## Additional Requirements

Requires registration as a professional engineer with the State of Ohio.

## Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

## **Engineer 4**

### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

### **Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of contractors and to maintain standards.

### **Mathematical Ability**

- Ability to understand and apply college level algebra, geometry, calculus and statistics.

### **Language Ability & Interpersonal Communication**

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including invoices, data, calculations, drawings, forms, plans, maps, legal descriptions, certifications, and reports.
- Ability to comprehend a variety of reference books and manuals including departmental and county personnel policy manual, engineering textbooks, reference manuals, drawings, catalogs, specifications, standards, guidelines, and codes.
- Ability to prepare technical reports, design plans, memos, correspondence, agreements, reports, calculations, contracts, plans, estimates, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret engineering, electrical and legal terminology and language.
- Ability to communicate with staff, engineers, other agencies, consultants, departmental employees, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment and in the field.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Engineering Map Supervisor	<b>Class Number:</b>	1063711
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	12
<b>Dept:</b>	Public Works		

**Classification Function**

The purpose of this classification is to plan, coordinate, schedule, and supervise the Tax Map Unit and maintain information for the Geographical Information System.

**Distinguishing Characteristics**

This is the first line supervisory level classification, working under direction of management within the Public Works Office. The employee works within a framework of policies, procedures and regulations. The incumbent ensures that the unit’s activities are performed in a timely manner and according requirements.

**Essential Job Functions**

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- 35% +/- 20%
- Approves all survey plats, condominium plats, lot splits and new legal descriptions for property within the County; maintain the property tax maps for the County; maintains the property information for the GIS.
  
- 20% +/- 10%
- Supervises staff; plans, coordinates, assigns and reviews work; evaluates training needs and provides instruction; schedules staff vacations and approves sick leave; recommends discipline, disciplinary actions, discharge and salary increases; prepares timesheets; conducts employee performance evaluations; establishes and promotes employee morale.
  
- 25% +/- 5%
- Review, revises and corrects mistakes or errors in the tax maps.
  
- 10% +/- 5%
- Assists the public in the filing of plats and deeds.
  
- 10% +/- 5%
- Assists the Fiscal Office in interpreting legal descriptions; assists the Prosecutor’s Office in interpreting legal descriptions on foreclosed property; provides the Prosecutors Office with 1,000 foot radius maps.

**Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor’s degree in engineering or surveying with five (5) years previous related experience.

**Additional Requirements**

Licensed as a Land Surveyor.

**Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers, printer, plotter, drafting supplies and peripheral equipment and tools.

### **Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to recommend the discipline of employees.
- Ability to prepare employee performance evaluations.

### **Mathematical Ability**

- Ability to understand and apply college level algebra, geometry, calculus and statistics.

### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives
- Ability to comprehend a variety of informational documents including plats for recording, legal descriptions, employee timesheets, letters, records retention forms and records disposition forms.
- Ability to comprehend a variety of reference books and manuals including policy and procedure manual, computer software manuals, Ohio surveying laws, land surveyor reference manual, Ohio land subdivisions, conveyance standards and other related documents.
- Ability to prepare plat review forms, volume and page charts and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret engineering and legal terminology and language.
- Ability to communicate with co-workers, supervisor, other County employees, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

Engineering Map Supervisor

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Engineering Technician	<b>Class Number:</b>	1063511
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	7
<b>Dept:</b>	Public Works		

## Classification Function

The purpose of this classification is to provide technical expertise in the application of technical civil engineering and drafting skills; to make or check routine engineering calculations for mathematical errors and to draft construction plans based upon survey notes, design calculations, sketches and verbal instructions

## Distinguishing Characteristics

This is a technical classification that is responsible for providing support to professional engineers in making field measurements, collecting data and verifying survey information and calculations. This classification works under a framework of technical civil engineering practices and procedures. This class requires exercise of judgment and consults with a supervisor as new or unusual situations arise. This class is distinguished from the Chief Section Engineer that is responsible management of a Section of the Public Works Engineer Office. This class is distinguished from professional engineer classifications that have a higher level of education and registration required to sign off of projects.

## Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- 40% +/- 10%
  - Reviews construction plans drawn by C.A.D. Technicians; makes or checks routine engineering calculations such as end area and earthwork volume computations and quality calculations; determines geometric areas and profile grades; prepares plans from survey notes and design sketches; interprets engineering plans and topography maps; develops profiles and cross sections from contour plans and to develop contour plans from survey data and cross sections.
- 20% +/- 10%
  - Checks complex engineering calculations for mathematical error; assists in preparation of engineer's estimates
- 10% +/- 10%
  - Drafts construction plans based upon survey notes, design calculations, sketches and verbal instructions; uses computer-aided design/drafting techniques at an advanced level. Ability to
- 20 +/- 10%
  - May be responsible for routine maintenance of both mechanical and computer-aided drafting equipment and quality of final original plan tracings.

## Experience Required to Perform Essential Job Functions

High School diploma; technical training in advance AutoCAD system software or a related field; five (5) years of drafting and/or AutoCAD computer and technical engineering experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

## **Engineering Technician**

### **Additional Requirements**

No required licenses.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate automated office machines including computers and peripheral equipment.

#### **Supervisory Responsibilities**

No supervisory responsibilities.

#### **Mathematical Ability**

- Ability to understand and apply addition, subtraction, multiplication, and division and algebra, geometry, and calculus.

#### **Language Ability & Interpersonal Communication**

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including engineering plans, survey notes, and historic plans of previous projects.
- Ability to comprehend a variety of reference books and manuals including reference and computer software manuals, street and aerial photos, and legal documents.
- Ability to prepare timesheets, construction drawings and plans and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the department.
- Ability to use and interpret basic engineering related terminology and language
- Ability to communicate with supervisor, engineers, co-workers, and the general public.

#### **Environmental Adaptability**

- Work is typically performed in the field and in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Facilities Maintenance Administrator	<b>Class Number:</b>	1042151
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	15
<b>Dept:</b>	Public Works		

## Classification Function

The purpose of this classification is to oversee all levels of facilities maintenance operations including facility improvements, building staff, custodial staff and others, as assigned, for all County facilities.

## Distinguishing Characteristics

- This is a senior management classification with responsibility for planning, managing and administering maintenance operations for County facilities, under general direction. This class requires the analysis and solution of operational, technical, administrative and management problems related to facility maintenance operations and associated capital projects. The employee is expected to meet, consult and collaborate with the Maintenance Administrator to discuss plans, programs, and objectives, and to present solutions to identified concerns. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner. Manage and coordinate all aspects of facility repairs and minor construction and/or renovations.

## Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- 45% +/- 15%
- Supervises the assigned staff; assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents misconduct; acts as mediator for staff issues and conflict resolution; assesses staffing requirements; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale; answers staff questions and provides information and conflict resolution as appropriate; implements and encourages cross-training and staff development.
- 25% +/- 10%
- Oversees labor costs and overtime hours for cost effectiveness; reviews supply and equipment purchases and expenditures; works with contractors and vendors to collect bids, issue services and maintain contracts; attends meetings.
- 15% +/- 10%
- Plans and executes in-house facility and capital improvements; establishes attainable goals for production and project completions; meets with supervisors and staff to coordinate schedules toward goals; coordinates work conducted to engineer's/architect's specifications; delegates authority for projects; develops and modifies worker practices; documents and implements green building initiatives. Prepare reports on both the technical and administrative aspects of managing a facility, to include funding and spending plans
- 10% +/- 5%
- Research and analyze long range needs and critical problems for facility programs and operations. Researches equipment and technology improvements and incorporates as possible; works to implement effective work order management system and streamline processes.
- 5% +/- 5%
- Participates in union negotiations and labor/management meetings; fields client complaints, issues and accolades; collects grievances and dissipates accordingly.

**Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's degree in Business Administration or related field with six years of related experience; or any equivalent combination of training and experience.

**Additional Requirements**

Project Management Professional certification, Facility Management Administrator – BOMI and OSHA training preferred.

**Minimum Physical and Mental Abilities Required to Perform Essential Job Functions****Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

**Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.
- Ability to recommend the discipline or discharge of other employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

**Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and perform geometric calculations.

**Language Ability & Interpersonal Communication**

- Ability to perform high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including detailed plans for construction, overtime reports, labor reports, time sheets, costing sheets, activity sheets, work orders, vehicle listings, municipal guidelines, union agreements, personnel actions, quotes technical study reports and other reports and records.
- Ability to comprehend a variety of reference books and manuals including policy and procedures handbook, bargaining agreements, engineering design data, schematics, facility improvement standards, EPA standards, Ohio Revised Code, Americans with Disabilities Act (ADA) guidelines, building codes, blue prints, diagrams and other procedures manuals.
- Ability to prepare time sheets, billable hour reports, equipment cost analysis reports, budgetary planning, employee evaluations, maintenance schedules and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

- Ability to manage, supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret legal, human resource, accounting, mechanics, electrical and facility management terminology and language.
- Ability to communicate with elected officials, administrators, facility tenants, sales representatives, County employees, contractors, and the general public.

**Environmental Adaptability**

- Work is typically performed in an office and shop environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Fleet Services Manager	<b>Class Number:</b>	1041114
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	13
<b>Dept:</b>	Public Works		

## Classification Function

The purpose of this classification is to plan, oversee and coordinate all tasks related to the operation of the fleet services and equipment facilities for the Department of Public Works.

## Distinguishing Characteristics

This is a management classification with responsibility for supporting the Maintenance Administrator with the maintenance and repair of all automotive and heavy equipment. Work involves assisting with developing strategic plans, goals and objectives; directing operations and programs through subordinate supervisors and staff; evaluating effectiveness and implementing corrective changes. Supervision is exercised over the work of Fleet Services Supervisor(s), Automotive Mechanics and Foreman engaged in the repair of heavy equipment. The work involves the maintenance and repair of all County automotive and other specialized mechanic equipment.

## Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- 30% +/- 10%
  - Plans, oversees and directs the maintenance, repair and overhaul of vehicles and heavy automotive equipment including heavy and light trucks, graders, cranes, salt spreaders, snow plows, street striping machines, etc.; oversees purchasing of supplies and maintains effective inventory levels; approves invoices; oversees preventative maintenance programs.
- 30% +/- 10%
  - Assesses fleet services' effectiveness and efficiency; identifies best business practices; modifies policies and procedures; assures safe work practices; assures compliance with regulatory requirements; identifies and directs corrective actions; implements strategic policy and administrative changes to maximize use of resources, achieve goals and objectives.
- 30% +/- 10%
  - Supervises lower-level supervisors and other department staff; plans, coordinates, assigns and reviews work; evaluates performance; responds to employee problems; maintains work standards; provides instruction and training; recommends selection, transfer, promotion, or discipline of employees; evaluates performance; reviews and approves requests for leave.
- 10% +/- 10%
  - Prepares and maintains reports and records; prepares monthly reports; maintains time and leave records; conducts parts and equipment inventories; maintains maintenance records; orders necessary parts.

## Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree or equivalent technical training in auto mechanics with six (6) years of auto mechanics related experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

**Additional Requirements**

A valid Ohio Driver's License is required.

**Minimum Physical and Mental Abilities Required to Perform Essential Job Functions****Physical Requirements**

- Ability to operate a variety of automated office machines including computer, calculate or, copier, vehicle analyzer, etc.
- Ability to operate various motor vehicles including automobiles, vans, and pick-up trucks.
- Ability to utilize automobile diagnostic and maintenance equipment, tools and supplies.

**Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.
- Ability to recommend the discipline or discharge of other employees.
- Ability to prepare employee performance evaluations.

**Mathematical Ability**

- May require the ability to understand and apply addition, subtraction, multiplication, division, fractions and percentages.

**Language Ability & Interpersonal Communication**

- Ability to perform mid level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including invoices, vehicle repair work orders, preventative maintenance schedules, attendance reports, leave request forms, inventory reports, drawings, forms, proposals, plans, certifications, and reports.
- Ability to comprehend a variety of reference books and manuals including reference manuals, ORC, ODOT manuals, policy manuals, service and repair manuals, union contracts, catalogs, specifications, standards, guidelines, and codes.
- Ability to prepare Council actions, contract modifications, certifications, memos, correspondence, agreements, performance evaluations, grievance forms, inspections, reports, plans, estimates, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.

- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret legal, mechanical, budgeting and other terminology and language related to assignment.
- Ability to communicate with staff, department directors, vendors, suppliers, dealers, departmental employees and the general public.

**Environmental Adaptability**

- Work is typically performed in a maintenance garage environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Fleet Services Supervisor	<b>Class Number:</b>	1041113
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	11
<b>Dept:</b>	Public Works		

## Classification Function

The purpose of this classification is to supervise and direct the work of lower-level mechanics and other assigned staff and manage all facets of the public works services facilities.

## Distinguishing Characteristics

This is a first-line supervisor classification with responsibility for overseeing projects under a framework of defined policies, procedures, regulations and guidelines. The incumbents exercise discretion in applying procedures and regulations to resolve project issues. The employees in this classification assist in ensuring that projects are completed on time, on budget and with adherence to requirements. The employees in this class work under direction from the Fleet Services Manager. The work involves the maintenance and repair of all County automotive and other specialized mechanic equipment.

## Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- 30% +/- 10%
- Supervises and directs the work of lower-level mechanics and other assigned staff; oversees, instructs, and trains mechanics in proper procedures and safety practices; assigns repair duties; trains and assists mechanics with in diagnosis and repair of complex vehicle electronics; inspects completed work; prepares performance evaluations; makes recommendations to Fleet Services Manager regarding personnel matters.
  
- 30% +/- 10%
- Schedules and tracks vehicle maintenance and repairs; makes determination of necessary repairs on each vehicle that is serviced and/or repaired; prepares vehicle repair work orders; calculates and applies labor charges for repair orders; orders required replacement parts from correct vendors; analyzes body shop estimates and schedules repairs with body shops; monitors and schedules vehicle warranty repairs; analyzes and produces preventative maintenance reports for service scheduling; oversees snow plow and salt equipment preparation, repair and maintenance; oversees snow plow duties for County buildings; makes routine inspections of equipment; operates various motor vehicles to run diagnostics and test after repairs have been completed; schedules and coordinates vehicle cleaning.
  
- 20% +/- 10%
- Oversees operations of the public works facility; determines needs, obtains bids and orders equipment and supplies; schedules and approves vehicle loaner/rental request; analyzes and monitors data from underground storage tanks; makes repairs, as needed.
  
- 10% +/- 10%
- Prepares and maintains reports and records; prepares monthly division reports; maintains time and leave records; conducts parts and equipment inventories; maintains maintenance records; orders necessary parts.
  
- 10% +/- 10%
- Performs administrative duties; attends manager meetings; prepares purchase orders; provides input in budget meetings; prepares budget request; coordinates vehicle auctions.

**Minimum Training and Experience Required to Perform Essential Job Functions**

High school diploma or equivalent with technical training in auto mechanics, and (5) five years of auto mechanics experience; or any equivalent combination of training and experience.

**Additional Requirements**

A valid Ohio Driver's License is required.

**Minimum Physical and Mental Abilities Required to Perform Essential Job Functions****Physical Requirements**

- Ability to operate a variety of automated office machines including computer, calculate or, copier, vehicle analyzer, etc.
- Ability to operate various motor vehicles including automobiles, vans, and pick-up trucks.
- Ability to utilize automobile diagnostic and maintenance equipment, tools and supplies.

**Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.
- Ability to recommend the discipline or discharge of other employees.
- Ability to prepare employee performance evaluations.

**Mathematical Ability**

- May require the ability to understand and apply addition, subtraction, multiplication, division, fractions and percentages.

**Language Ability & Interpersonal Communication**

- Ability to perform mid level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including work orders, mileage reports, estimates, garage reports, equipment reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including shop manuals, fleet buyers guide, vehicle electronics manual, parts manuals, equipment manuals, personnel policy manual, etc.

- Ability to prepare schedules, garage reports, work orders, estimates, purchase orders, disciplinary reports, time and leave documents, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret mechanical and electrical terminology and language.
- Ability to communicate effectively with department directors, drivers, security personnel, auto body shop personnel, sales representatives, subordinates, and the general public.

**Environmental Adaptability**

- Work is typically performed in a maintenance garage environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Legal Clerk 1	<b>Class Number:</b>	1013411
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	2
<b>Dept:</b>	Clerk of Courts		

**Classification Function**

The purpose of this classification is to perform general and routine clerical work in support of both criminal and civil courts, including receiving, indexing, and recording court case information and/or legal documents and providing general information and assistance to County Court staff, attorneys, and the public.

**Distinguishing Characteristics**

This is an entry-level clerical classification. Employees at this level work under a well-defined framework of policies and procedures. They receive occasional instruction or assistance as new or unusual situations arise and are expected to become fully aware of operating procedures and policies of the work unit.

**Essential Job Functions**

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

40% +/- 10%

Processes various court records and documents; receives and/or gathers documents; sorts, indexes, and prepares documents; reviews, verifies, and records required information; prepares and sets up files, organizes documents, and files documents in designated order; retrieves/replaces files; shreds/destroys confidential or obsolete documents; conducts records maintenance activities in compliance with guidelines governing record retention; may prepare, validate, and scan files for digital imaging.

30% +/- 10%

Types, enters, proofreads and processes a variety of documents and data; enters court-related information into department databases; verifies information for accuracy and completeness; updates database information and purges old data as appropriate; makes copies and distributes to appropriate parties.

20% +/- 10%

Assists County Court staff, attorneys, and the public in person or by phone; provides basic information on court policies and procedures; receives and responds to questions and requests for documentation and information; researches inquiries to provide accurate response.

10% +/- 10%

Processes incoming and outgoing mail; retrieves, sorts and delivers incoming mail; compiles and prepares documentation for mailing or delivery as needed; sorts, organizes, labels, and addresses outgoing mail; applies postage utilizing mail machine; scans outgoing mail; delivers documents in person or through established mail delivery systems; maintains related documentation.

## **Minimum Training and Experience Required to Perform Essential Job Functions**

High school diploma or GED with two (2) years of previous experience in clerical, reception or similar work; experience in a legal environment preferred; or an equivalent combination of education, training, and experience.

### **Additional Requirements**

No licenses or corticated required.

## **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

### **Supervisory Responsibilities**

No supervisory requirements.

### **Mathematical Ability**

- Ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; and ability to utilize principles of fractions.

### **Language Ability & Interpersonal Communication**

- Ability to determine, calculate, tabulate, or summarize data/information. Includes performing subsequent actions in relation to these computational operations.
- Ability to comprehend a variety of legal documents and court documents including warrants, rulings, judgments, forfeitures, foreclosures, rulings, motions, subpoenas, praecipes, mail, forms, reports, memos and correspondence.
- Ability to comprehend a variety of reference books and manuals including computer software manual and policies and procedure manuals.
- Ability to prepare legal and court-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.
- Ability to use and interpret general legal and administrative terminology and language.
- Ability to communicate with co-workers, supervisors, judges, attorneys, employees and managers of other departments, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Legal Clerk 2	<b>Class Number:</b>	1013412
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	3
<b>Dept:</b>	Clerk of Courts		

## **Classification Function**

The purpose of this classification is to perform routine and specialized clerical work in support of both criminal and civil courts, including receiving, indexing, and recording court case information and/or legal documents, imaging documents, and providing general information and assistance to County Court staff, attorneys, and the public.

## **Distinguishing Characteristics**

This is a journey level clerical classification. Employees at this level work under a well-defined framework of policies and procedures. They are expected to be fully aware of operating procedures and policies of the work unit and be able to perform duties that are more specialized or complex in nature.

## **Essential Job Functions**

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

30% +/- 10%

Processes various court records and documents; receives and/or gathers documents; sorts, indexes, and prepares documents; reviews and verifies required information; stamps, records and/or certifies documents; prepares and sets up files, organizes documents, and files documents in designated order; retrieves/replaces files; shreds/destroys confidential or obsolete documents; conducts records maintenance activities in compliance with guidelines governing record retention.

20% +/- 10%

Types, enters, proofreads and processes a variety of court-related documents and data; enters information into department databases; verifies information for accuracy and completeness; corrects errors as necessary; updates database information and purges old data as appropriate; logs and certifies work activities; makes certified copies and forwards to appropriate parties.

20% +/- 10%

Processes court records and documents for digital imaging; sorts and prepares documents; validates documents; reviews documents for completeness and accuracy; locates missing documents and corrects any errors; scans documents into digital imaging system.

20% +/- 10%

Assists County Court staff, attorneys, and the public in person or by phone; provides information on court policies and procedures; receives and responds to questions and requests for documentation and information; researches inquiries to provide accurate response.

10% +/- 10%

Processes incoming and outgoing mail; retrieves, sorts and delivers incoming mail; compiles and prepares documentation for mailing or delivery as needed; sorts, organizes, labels, and addresses outgoing mail; applies postage utilizing mail machine; scans outgoing mail; delivers documents in person or through established mail delivery systems. Maintains related documentation.

## **Minimum Training and Experience Required to Perform Essential Job Functions**

High school diploma or GED with three (3) years related experience including one (1) year as Legal Clerk I; or an equivalent combination of education, training, and experience.

### **Additional Requirements**

No licenses or corticated required.

## **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

### **Supervisory Responsibilities**

No supervisory requirements.

### **Mathematical Ability**

- Ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; ability to utilize principles of fractions; and ability to interpret graphs.

### **Language Ability & Interpersonal Communication**

- Ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.
- Ability to comprehend a variety of legal documents and court documents including warrants, rulings, judgments, indictments, plea agreements, sentencing documents, forfeitures, foreclosures, rulings, motions, dockets, appeals, subpoenas, praecipes, court dockets, mail, forms, reports, memos and correspondence.
- Ability to comprehend a variety of reference books and manuals including computer software manual and policies and procedure manuals.
- Ability to prepare legal and court-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.
- Ability to use and interpret general legal and administrative terminology and language.
- Ability to communicate with co-workers, supervisors, judges, attorneys, police officers, employees and managers of other departments, and the general public.



## **Environmental Adaptability**

- Work is typically performed in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Legal Clerk 3	<b>Class Number:</b>	1013413
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	4
<b>Dept:</b>	Clerk of Courts		

**Classification Function**

The purpose of this classification is to perform specialized and complex clerical work in support of both criminal and civil courts, including receiving, indexing, and recording court case information and/or legal documents, imaging documents, and providing information and assistance to County Court staff, attorneys, and the public.

**Distinguishing Characteristics**

This classification is the highest level of Legal Clerks. Employees at this level work under a well-defined framework of policies and procedures. They are expected to be fully aware of operating procedures and policies of the court system and be able to perform duties that are more specialized and complex in nature.

**Essential Job Functions**

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

30% +/- 10%

Attends court proceedings and performs duties in the courtroom; types, enters, proofreads and processes a variety of court records and legal documents; enters information into department databases; verifies information for accuracy and completeness; assigns case numbers; corrects errors as necessary; updates court records and case information and purges old records and case information as appropriate; logs and certifies work activities; makes certified copies and forwards to appropriate parties.

25% +/- 10%

Processes various court records and documents; receives and/or gathers documents; sorts, indexes, and prepares documents; reviews and verifies required information; stamps, records and/or certifies documents; prepares and sets up files, organizes documents, and files documents in designated order; retrieves/replaces files; shreds/destroys confidential or obsolete documents; conducts records maintenance activities in compliance with guidelines governing record retention.

25% +/- 10%

Processes court records and documents for digital imaging; sorts and prepares documents; validates documents; reviews documents for completeness and accuracy; locates missing documents and corrects any errors; scans documents into digital imaging system.

10% +/- 10%

Assists County Court staff, attorneys, and the public in person or by phone; provides basic information on court policies and procedures; receives and responds to questions and requests for documentation and information; researches inquiries to provide accurate response.

10% +/- 10%

Processes outgoing mail; compiles and prepares documentation for mailing or delivery as needed; sorts, organizes, labels, and addresses outgoing mail; applies postage utilizing mail machine; scans outgoing mail; delivers documents in person or through established mail delivery systems; maintains related documentation.

## **Minimum Training and Experience Required to Perform Essential Job Functions**

High school diploma or GED with five years clerical experience, including one year as a Legal Clerk II; or an equivalent combination of education, training, and experience.

### **Additional Requirements**

No licenses or corticated required.

## **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

### **Supervisory Responsibilities**

No supervisory requirements.

### **Mathematical Ability**

- Ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; ability to utilize principles of fractions.

### **Language Ability & Interpersonal Communication**

- Ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.
- Ability to comprehend a variety of legal documents and court documents including rulings, judgments, indictments, plea agreements, sentencing documents, rulings, motions, appeals, subpoenas, expungements, court dockets, mail, forms, reports, memos and correspondence.
- Ability to comprehend a variety of reference books and manuals including computer software manual and policies and procedure manuals.
- Ability to prepare legal and court-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.
- Ability to use and interpret general legal and administrative terminology and language.
- Ability to communicate with co-workers, supervisors, judges, attorneys, police officers, employees and managers of other departments, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Licensed Land Surveyor	<b>Class Number:</b>	1063612
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	9
<b>Dept:</b>	Public Works		

**Classification Function**

The purpose of this classification is to participate and direct staff and crews in gathering information through observations, measurements in the field, review of plans, calculations, and data analysis in order to establish property boundaries needed for the development of highway and bridge projects.

**Distinguishing Characteristics**

This is an advance-journey level technical classification with responsibility for planning and scheduling the work of field crews and in preparing legal descriptions, drawings, and databases. This classification works under a framework of defined procedures and regulations. The incumbent exercises discretion in applying procedures to resolve issues and to ensure that assigned activities are completed in a timely and efficient manner. This class is distinguished from the Survey Technician class in that the Licensed Land Surveyor oversees the work of field crews and requires a higher level of education and experience.

**Essential Job Functions**

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- 40% +/- 10%
- Gathers information needed for development of highway and bridge projects; directs the work of field crew operations on specific projects; researches field projects and sets-up work plans; balances survey traverses; operates total station and data collection equipment; performs benchmark and level circuit surveys.
- 25% +/- 10%
- Reviews plans and consultant plan submittals; prepares Right-of-Way plans; prepares legal descriptions for Right-of-Way acquisitions; performs closure and area computations; develops CAD Drawings and databases.
- 25% +/- 10%
- Prepares vacation, dedication and annexation plats; develops cross-section and topographic maps; prepares certified maps for Prosecutor’s office.
- 10% +/- 10%
- Researches historic ownership information.

**Experience Required to Perform Essential Job Functions**

Bachelor’s degree surveying or engineering with three (3) years of related experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

**Additional Requirements**

Requires a surveyor’s license in the State of Ohio.

## Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

### Physical Requirements

- Ability to operate a variety of survey tools and equipment and automated office machines including computers and peripheral equipment.

### Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.

### Mathematical Ability

- Ability to understand and apply college level algebra, geometry, and calculus.

### Language Ability & Interpersonal Communication

- Ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise; requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including maps, legal documents, legal descriptions, forms, databases, and work orders.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, reference manuals, OSHA rules and standards, plat maps, specifications, and standards.
- Ability to prepare memos, correspondence, maps, plans, calculations, databases, surveys and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to oversee the work of employees, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the department.
- Ability to use and interpret land survey related terminology and language.
- Ability to communicate with supervisor, employees of other sections, consultants, departmental employees, and administrators.

### Environmental Adaptability

- Work is typically performed in an office environment and in the field.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Maintenance Superintendent	<b>Class Number:</b>	1042514
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	15
<b>Dept:</b>	Public Works Office		

**Classification Function**

The purpose of this classification is to administer, manage and supervise the operations and personnel of the Maintenance Department of the Public Works Office; to provide administrative support a Chief Section Engineer.

**Distinguishing Characteristics**

This is a management classification with responsibility for planning, directing and controlling the Maintenance section of the Public Works Office under general direction. This class requires the solution of operational, technical, administrative and management problems related to maintenance. The employee is expected meet, consult and collaborate with a Chief Section Engineer to discuss plans, projects, and objectives, and to present solutions to identified concerns. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner.

**Essential Job Functions**

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- 20% +/- 10%
- Administers and manages the operations of the Maintenance department; plans and implements all daily operations at the five yards; coordinates work operations with administration, other departments, contractors and the public; oversees the maintenance of and capital improvements to all Public Works Buildings; participates in matters of safety and security.
- 20% +/- 10%
- Supervises the assigned unit; assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents misconduct; assesses staffing requirements; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale; participates on discipline committee; answers staff questions and provides information and conflict resolution as appropriate.
- 20% +/- 5%
- Plans and directs snow and ice removal operations for the County; inspects bridges and roadways to assess maintenance and repair needed.
- 20% +/- 5%
- Evaluates, reviews and recommends budget disbursements for materials, parts, supplies, equipment and tools; reviews daily work distribution, reports, labor and materials costs and work done; approves payroll and all departmental purchases and establishes costs of work needed.
- 10% +/- 5%
- Reviews and responds to citizen requests and complaints; investigates all grievances within the department; confers with labor attorney on labor/trade, union issues; plans, coordinates and attends meetings and demonstrations.

## **Maintenance Superintendent**

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's degree in Civil Engineering, Public Administration or a related field with six (6) years of related experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

### **Additional Requirements**

Requires a driver's license in the State of Ohio.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment.
- Ability to operate a variety of maintenance and construction equipment including scooper, lifts, ladders, survey equipment, safety equipment and peripheral equipment.

#### **Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

#### **Mathematical Ability**

- Ability to understand and apply college level algebra, geometry, calculus and statistics.

#### **Language Ability & Interpersonal Communication**

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including O.D.O.T. drawings, work orders, employee grievances, job descriptions, forms, plans, maps, legal descriptions, certifications, and reports.
- Ability to comprehend a variety of reference books and manuals including departmental and County personnel policy manual, O.D.O.T. manuals; reference manuals, union contracts, specifications, standards, guidelines, and codes.



## **Maintenance Superintendent**

- Ability to prepare performance appraisals, correspondence, agreements, contracts, work order sheets, plans, estimates, charts, grievance response, injury accident reports, memos and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret maintenance, legal, human resource terminology and language.
- Ability to communicate with staff, directors of other sections, consultants, departmental employees, and administrators.

## **Environmental Adaptability**

- Work is typically performed in an office environment and in the field.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Maintenance Supervisor	<b>Class Number:</b>	1042512
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	10
<b>Dept:</b>	Public Works		

**Classification Function**

The purpose of this classification is to perform general administrative and responsible supervisory work regarding all maintenance and construction activities that are performed on County bridges and County’s roads within townships; to provide administrative support to a Maintenance Administrator.

**Distinguishing Characteristics**

This is a management classification with responsibility for planning, directing and controlling the Maintenance section of the Public Works Office under general direction. This class requires the solution of operational, technical, administrative and management problems related to maintenance. The employee is expected meet, consult and collaborate with a Maintenance Administrator to discuss plans, projects, and objectives, and to present solutions to identified concerns. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner.

**Essential Job Functions**

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- 30% +/- 10%
- Makes regular inspections of bridges and roads within the County to determine needs of repairs to bridges, road surfaces and drainage; reports problems and makes recommendations for needed repair; works closely with Bridge Inspectors regarding repair and maintenance to bridges and/or roads within the County.
  
- 20% +/- 10%
- Supervises the assigned unit; assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents misconduct; assesses staffing requirements; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale; answers staff questions and provides information and conflict resolution as appropriate
  
- 20% +/- 5%
- Prepares daily reports of work distribution, labor costs, materials, equipment and work accomplished; responsible for final tabulation and accountability of time sheets, materials used and all equipment under their jurisdiction; orders supplies and equipment.
  
- 20% +/- 5%
- Plans and directs snow and ice removal operations for the County; inspects bridges and roadways to assess maintenance and repair needed.
  
- 10% +/- 5%
- Reviews and responds to citizen requests and complaints; plans, coordinates and attends meetings and demonstrations.

## **Maintenance Supervisor**

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Associate's degree or equivalent technical training in engineering or a related field with three (3) years of related experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

### **Additional Requirements**

Requires a driver's license in the State of Ohio.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment, mechanics tool and construction tools.

#### **Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

#### **Mathematical Ability**

- Ability to understand and apply college level algebra, geometry, calculus and statistics.

#### **Language Ability & Interpersonal Communication**

- Ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including work orders, time sheets, forms, bridge and road designs, plans, maps, legal descriptions, certifications, and reports.
- Ability to comprehend a variety of reference books and manuals including departmental and County personnel policy manual, Department of Transportation manuals, union contracts, reference manuals, OSHA rules and standards, contracts, specifications, standards, guidelines, and codes.
- Ability to prepare daily line up reports, memos, performance appraisals, correspondence, agreements, contracts, purchase orders, accident reports, vehicle reports, plans, estimates, charts, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

## **Maintenance Supervisor**

- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret structural, mechanical, building and automotive terminology and language.
- Ability to communicate with staff, directors of other sections, consultants, departmental employees, and administrators.

## **Environmental Adaptability**

- Essential functions may risk exposure to toxic/poisonous agents or traffic hazards.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Prevailing Wage Coordinator	<b>Class Number:</b>	1052511
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	6
<b>Dept:</b>	Public Works		

## Classification Function

The purpose of this classification is to ensure organizational compliance with all Federal, State and Local regulations pertaining to Prevailing Wage laws as they relate to the Davis Bacon Act, and to ensure construction compliance with all EEO laws and regulations.

## Distinguishing Characteristics

This is a journey level classification requiring an understanding of and ability to enforce compliance with Prevailing Wage laws. This classification works under a framework of regulations, policies and procedures. The incumbent exercises discretion in monitoring construction projects and applying regulations to relevant projects.

## Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Reviews, files, organizes and maintains contractor payrolls according to the Davis Bacon Act and other Federal regulations. 30% +/- 10%
- Conducts personal wage interviews with contractor employees. 30% +/- 10%
- Represents the Public Works Engineer's Office in all Prevailing Wage meetings and discussions; maintains current Prevailing Wage Law updates as well as all corresponding EEO information; prepares and maintains written reports and records regarding Prevailing Wage and EEO; resolves disputes pertaining to EEO and Prevailing Wage issues and makes recommendations. 20% +/- 10%
- Performs construction site inspections for appropriate EEO material. 20% +/- 10%

## Experience Required to Perform Essential Job Functions

Associate's degree in Business Administration or equivalent with two (2) years of related experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

## Additional Requirements

No special license or certification is required.

## **Prevailing Wage Coordinator**

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

#### **Supervisory Responsibilities**

- No supervisory requirements

#### **Mathematical Ability**

- Ability to perform addition, subtraction, multiplication and division.

#### **Language Ability & Interpersonal Communication**

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including reports, records, audits, payroll and laws.
- Ability to utilize a variety of advisory data and information such as memos, correspondence, reports, payroll, laws, and other legal documents.
- Ability to prepare memos, correspondence, meeting minutes, records, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to persuade, convince, influence, train and monitor, in favor of a desired outcome.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the department.
- Ability to use and interpret legal terminology and language.
- Ability to communicate with supervisor, employees of other sections and departments, consultants, contractors, departmental employees, and administrators.

#### **Environmental Adaptability**

- Work is typically performed in the field and in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Project Inspector	<b>Class Number:</b>	1065511
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	7
<b>Dept:</b>	Public Works		

## Classification Function

The purpose of this classification is to inspect various phases of construction to insure that the project complies with contractual plans and specifications.

## Distinguishing Characteristics

This is an advance-journey technical classification with responsibility for inspecting phases of construction for compliance with plans and specifications. This classification works under a framework of defined procedures and regulations. Some exercise of judgment is required on details of work and making preliminary selections and adaptations of surveying alternatives. This class is distinguished from the Construction Technician in that the former class requires more experience and may act as a lead worker for the Construction Technician.

## Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- 50% +/- 20%
  - Inspects various phases of construction to insure compliance with specifications and contractual plans and/or proposals regarding roadway, drainage, pavement, electrical, traffic control, signing, topsoil removal, demolition and clearing foundations for embankments, subgrades, piles, guardrails and/or median painting; verifies plan quantities and calculations with blueprints; may sample for physical tests of construction materials; documents observations of all technical work in bridge and road construction.
- 30% +/- 10%
  - Prepares and maintains project records and reports, such as a daily diary, inspection reports, pay item quantities, progress estimates, contractor's construction methods, and material inspection. Utilizes construction management system on a computer system to record information and generate reports.
- 10% +/- 5%
  - Performs other miscellaneous duties, including checking plans and specifications in regard to location and quantity of materials used, helping to establishing survey and grade lines, mailing delivery, performing office and field inventories, performing general housekeeping of the field office.
- 10% +/- 5%
  - Participates in construction seminars; attends meetings to provide and gain information; arranges, directs and documents meetings; responds to general comments from the public.

## Experience Required to Perform Essential Job Functions

High school diploma or GED with five (5) years of experience in sub-professional engineering or technical work or as a Construction Technician; or equivalent combination of experience and training.

## Additional Requirements

No required licenses.

## **Project Inspector**

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of survey tools and equipment and automated office machines including computers and peripheral equipment.
- Ability to operate a digital camera, drafting instruments, measuring wheel, concrete testing kit and other inspection tools.

#### **Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of lower level staff and to maintain standards.

#### **Mathematical Ability**

- Ability to understand and apply addition, subtraction, multiplication, or division and basic algebra and geometry.

#### **Language Ability & Interpersonal Communication**

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including invoices, engineering plans and specifications, project plans, test reports, delivery tickets, forms, and work orders.
- Ability to comprehend a variety of reference books and manuals including departmental and County policy and personnel manuals, ODOT manuals, reference manuals, OSHA rules and standards, specifications, and standards.
- Ability to prepare records of samples, inspection reports, project plans, project files, agreements, notes in field book and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the department.
- Ability to use and interpret construction related terminology and language.
- Ability to communicate with supervisor, consultants, engineers, co-workers, and the general public.

#### **Environmental Adaptability**

- Work is typically performed in an office environment and in the field.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Project Manager	<b>Class Number:</b>	1065512
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	11
<b>Dept:</b>	Public Works		

## Classification Function

The purpose of this classification is to plan and coordinate tasks required during plan development processes and infrastructure programs including planning, scheduling and reviewing work of consultants and monitoring adherence to policies, laws, regulations, guidelines and schedules under the supervision from a Chief Section Engineer or technical oversight from a Senior Project Manager; to perform research necessary to respond to questions from other departments regarding contracts and agreements

## Distinguishing Characteristics

This is a journey level project manager classification with responsibility for overseeing projects under a framework of well-defined policies, procedures, regulations and guidelines. The incumbents exercise discretion in applying procedures to resolve project management issues. The employees in this classification assist in ensuring that projects are completed on time, on budget and with adherence to contract requirements. The employees in this class work under general supervision, progressing to more independence as experience is acquired. This class is distinguished from the advance-journey level Senior Project Manager classification in that the later has more extensive experience, manages more complex projects, and performs work with more independence.

## Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- 30% +/- 10%
  - Assists in preparing agreements needed for projects and those that might be required in the planning process; serves as project manager on projects with moderate complexity; prepares and maintains project work schedules; prepares packages for submittal to regulatory agencies.
- 30% +/- 10%
  - Oversees consultant contracts; transmits submittals to appropriate departments and provides instruction on how to review submittals; serves as a member of the consultant committee; approves consultant contract modifications, under direction of higher level staff.
- 20% +/- 10%
  - May oversee, provide guidance to, and review the work of consultants and lower level project staff.
- 20% +/- 10%
  - Maintains regular project coordination with department directors; coordinates projects with municipal officials, mayors, Council and Engineers; attends public meetings, hearings, hearings of objections and Council meetings to provide and gain information and to coordinate projects; arranges, directs and documents project review meetings; responds to general comments from the public.

## Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Civil Engineering, Business Administration or a related field with three (3) years of related experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

## **Project Manager**

### **Additional Requirements**

Registration as a professional engineer with the State of Ohio desirable depending on assignment.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

#### **Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of contractors and to maintain standards.

#### **Mathematical Ability**

- May require the ability to understand and apply college level algebra, geometry, calculus and statistics.

#### **Language Ability & Interpersonal Communication**

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including invoices, data, calculations, drawings, forms, project plans, maps, legal descriptions, certifications, and reports.
- Ability to comprehend a variety of reference books and manuals including reference manuals, ORC, ODOT manuals, drawings, catalogs, specifications, standards, guidelines, and codes.
- Ability to prepare Council actions, contract modifications, certifications, memos, correspondence, agreements, reports, calculations, plans, estimates, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret legal, engineering, land use or other terminology and language related to assignment.
- Ability to communicate with staff, attorneys, engineers, other agencies, consultants, departmental employees, and the general public.

## **Project Manager**

### **Environmental Adaptability**

- Work is typically performed in an office environment and in the field.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Senior Bridge Inspector	<b>Class Number:</b>	1062112
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	8
<b>Dept:</b>	Public Works		

## Classification Function

The purpose of the classification is to inspect, evaluate, rate, and report the condition and ongoing maintenance needs of bridges and culverts on the County system and related structures; to report unsafe or hazardous conditions

## Distinguishing Characteristics

This is an advance-journey level technical classification that works under general supervision. The employees in this class work under a framework policies, procedures, regulations and codes. Employees are required to have comprehensive knowledge of structural behavior and general knowledge of modern engineering methods and techniques as applied to construction and maintenance of structures, records, evaluates and rates the conditions of the bridges as determined in the field; This class is distinguished from a Chief Section Engineer in that the later is a professional, management classification that is responsible for management of the Bridge Inspection Section. This class is further distinguished from the Bridge Inspector classification in that the Senior Bridge Inspector may provide technical supervision of that class and is required to have more specialized experience.

## Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- 30% +/- 10%
- Visually inspects all components of bridges and culverts for deterioration, cracks and other defects and rates each component based on its as-built condition; identifies all visible defects in the structure whether as a result of deterioration, construction practice or original design; identifies and notes areas of potential failure as a result of anticipated deterioration, past construction or maintenance practice.
- 20% +/- 10%
- Records all ratings and other findings; completes various bridge inspection forms and reports; prepares various data lists to be used in the bridge management/inspection section.
- 20% +/- 10%
- Documents observations of all technical work in bridge and road construction; provides daily reports of work done on a project and provides necessary profit documentation, as directed.
- 10% +/- 5%
- Provides an information base for immediate action to limit use of or close to traffic, any structure which is revealed by inspection to be hazardous; recommends repairs for each inspected structure and enter data in computer.
- 10% +/- 5%
- Prepares maps, forms and sketches as required for the bridge inspections; prepares and details the construction plans necessary for the repair work to be done.
- 10% +/- 5%
- Maintains files and computer entries for information and drawings pertinent to bridge inspection; uses AutoCAD to draw sketches for recommended bridge reports.

## **Senior Bridge Inspector**

### **Minimum Training and Experience Required to Perform Essential Job Functions**

A high school diploma supplemented with vocational training and three (3) of experience in bridge inspection; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

### **Additional Requirements**

National Institute for Certification in Engineering Technologies (NICET) level III or IV certificate desirable

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment.
- Ability to operate an inspection van, snoopers, man-lift, tracker, motor boat and various other structural inspection tools.

#### **Supervisory Responsibilities**

May provide technical supervision over Construction Inspectors.

#### **Mathematical Ability**

- Ability to perform mathematical operations involving algebra and geometry including volume, weights, yield and load testing.

#### **Language Ability & Interpersonal Communication**

- Ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend reports, forms, inventory sheets, drawings, sketches, and work orders.
- Ability to comprehend a variety of reference books and manuals including specifications, drawings, manuals, tables, codes and standards.
- Ability to prepare reports, sketches, drawings, permits, memos, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department
- Ability to use and interpret engineering terminology and language.
- Ability to communicate with contractors, engineers, other agencies, and departmental employees and administrators.

## **Senior Bridge Inspector**

### **Environmental Adaptability**

- Work is typically performed both in an office environment and in the field, subject to dust, noise, machinery and weather.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Senior Business Services Manager	<b>Class Number:</b>	1052323
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	17
<b>Dept:</b>	Public Works		

**Classification Function**

The purpose of this classification is to manage, plan, control, budget, organize and approve all financial, payroll, purchasing and capital activities of the department.

**Distinguishing Characteristics**

This is a senior management classification with responsibility for managing and controlling the financial reporting functions of the Fiscal Office directly and through one subordinate supervisor. This class works under administrative direction from the Department Director, and requires the analysis and solution of operational, technical, administrative and management problems related to financial accounting and reporting and related areas. The incumbent exercises discretion in applying policies and procedures to resolve financial reporting issues and to ensure that assigned activities are completed in a timely and efficient manner.

**Essential Job Functions**

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- 50% +/- 10%
- Manages, plans and controls the financial, payroll and purchasing activities of the Public Works Office; plans, coordinates and forecasts all financial activities as they relate to budgeting, auditing, revenue recognition and appropriation expenditures; determines operational changes to keep department fiscally responsible; maintains a system of control to insure that expenditures do not exceed appropriations; authorizes final approval for all financial activities including purchases, contracts, payroll, inventory and debt; issues monthly financial statements; final approver for all Issue I and other grant expenditures and reimbursements; final approver of all Federal construction expenditures and reimbursements.
  
- 25% +/- 5%
- Supervises the assigned staff including a Business Services Manager; assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents misconduct; assesses staffing requirements; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale.
  
- 20% +/- 10%
- Prepares, monitors, adjusts and forecasts the Public Works five-year capital improvement plans.
  
- 10% +/- 5%
- Responsible for compliance with Equal Employment Opportunity, Disadvantage Business Enterprise and Davis-Bacon Act programs pertaining to all Federal, state and local construction programs; responsible for all Office compliance with all other Federal, state and local financial rules and regulations.
  
- 20% +/- 10%
- Works with various committees and departments within the Office; meets with state, County and local government regarding current or future financial matters; acts as Office liaison with various governments, committees and groups.

**Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's degree in business, accounting, financial management or a related field with nine (9) years previous experience in accounting or financial management; or an equivalent combination of education, training, and experience.

**Additional Requirements**

License as a Certified Public Accountant in Ohio.

**Minimum Physical and Mental Abilities Required to Perform Essential Job Functions****Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

**Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

**Mathematical Ability**

- Ability to add, subtract, multiply, divide and calculate decimals and percentages, and algebraic calculations involving variables, formulas, ratio and proportion variables; to use a calculator to balance financial data using basic functions.

**Language Ability & Interpersonal Communication**

- Ability to perform high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including billings, purchase orders, project summaries, accounting reports, spreadsheets, financial statements, budgets, fixed asset reports, flow charts, and payroll reports.
- Ability to comprehend a variety of reference books and manuals including departmental and County policy manual, Government Accounting Standards Board, Government Accepted Auditing Standards, computer operation manuals, accounting manuals, and the Ohio Revised Code (ORC).



- Ability to prepare annual budget, financial forecast reports, productivity reports, Federal indirect cost reports, Capital Improvement plan, grant reports, budget reports, performance appraisals, disciplinary reports, spreadsheets and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret accounting and financial analysis terminology and language.
- Ability to communicate with staff, consultants, external auditors, employees from other departments, departmental employees and administrators, and elected officials.

**Environmental Adaptability**

- Work is typically performed in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Senior Project Manager	<b>Class Number:</b>	1065513
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	14
<b>Dept:</b>	Public Works		

**Classification Function**

The purpose of this classification is to plan and coordinate all tasks required during plan development processes and infrastructure programs including planning, scheduling and reviewing work of consultants and monitoring adherence to policies, laws, regulations, guidelines and schedules; to perform research necessary to respond to questions from other departments regarding contracts and agreements

**Distinguishing Characteristics**

This is an advance-journey level project manager classification with responsibility for overseeing projects under a framework of policies, procedures, regulations and guidelines. The incumbents exercise discretion in applying procedures to resolve project management issues. The employees in this classification ensure that projects are completed on time, on budget and with adherence to contract requirements. but consults with a Chief Section Engineer concerning unusual problems and developments. This class is distinguished from the journey level Project Manager classification in that the later is not expected to have the level of experience and works under general supervision, progressing to more independence as experience is acquired.

**Essential Job Functions**

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- 30% +/- 10%
- Prepares all agreements needed for projects and those that might be required in the planning process; serves as project manager; prepares and maintains project work schedules; prepares complete packages for submittal to regulatory agencies; prepares and updates information for project status reports and meetings; responds to complaints.
  
- 30% +/- 10%
- Administers consultant contracts; directs submittals to appropriate departments and provides instruction on how to review submittals; serves as a member of the consultant committee; approves consultant contract modifications; arranges and coordinates project review meetings.
  
- 20% +/- 10%
- Maintains regular project coordination with department directors; coordinates projects with municipal officials, mayors, Council and engineers; attends public meetings, hearings, hearings of objections and Council meetings to provide and gain information and to coordinate projects; arranges, directs and documents project review meetings; responds to general comments from the public.
  
- 10% +/- 10%
- May oversee, provide guidance to, and review the work of consultants and lower level project management staff.
  
- 10% +/- 10%
- Manages special projects for the Public Works Office that are not placed with other sections.

## **Senior Project Manager**

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's degree in Civil Engineering, Business Administration or a related field with six (6) years of related experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

### **Additional Requirements**

Registration as a professional engineer with the State of Ohio desirable depending on assignment.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

#### **Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of contractors and to maintain standards.

#### **Mathematical Ability**

- May require the ability to understand and apply college level algebra, geometry, calculus and statistics.

#### **Language Ability & Interpersonal Communication**

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including invoices, data, calculations, drawings, forms, capital improvement plans, proposals, plans, maps, legal descriptions, certifications, and reports.
- Ability to comprehend a variety of reference books and manuals including reference manuals, ORC, ODOT manuals, drawings, catalogs, specifications, standards, guidelines, and codes.
- Ability to prepare Council actions, contract modifications, certifications, memos, correspondence, agreements, reports, calculations, plans, project design reviews, estimates, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.

### **Senior Project Manager**

- Ability to use and interpret legal, engineering, land use or other terminology and language related to assignment.
- Ability to communicate with staff, attorneys, engineers, municipalities, ODOT officials, NOACA, other agencies, consultants, departmental employees, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment and in the field.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Sign Shop Supervisor	<b>Class Number:</b>	1042611
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	9
<b>Dept:</b>	Public Works		

**Classification Function**

The purpose of this classification is to manage and supervise the Sign Shop personnel and operations for the Public Works Office.

**Distinguishing Characteristics**

This is a supervisory classification with responsibility for oversight of the Sign Shop unit of the Maintenance section of the Public Works Office. This classification works under a framework of defined procedures. The incumbent exercises discretion in applying procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner.

**Essential Job Functions**

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- 30% +/- 10%
- Inspects the condition of all County traffic and road signs; inspects traffic control at worksites; inspects sign locations, facilities, yards and job sites, installations and quality of work; inspects sign painter's projects.
  
- 20% +/- 10%
- Supervises Sign Shop personnel; provides instruction and training; plans, coordinates, assigns and reviews work; allocates personnel; acts on problems; maintains standards; and evaluates performance; prioritizes the work of the shop personnel; prepares daily needs lists and writes up and issues work orders; reviews and approves payroll, sick and vacation time and completed work orders.
  
- 20% +/- 5%
- Paints layout on road for land and road closures; draws prints for land and road closure for installers; marks ground and calls utility hotline for digging.
  
- 20% +/- 5%
- Provides information regarding road closures and other projects of concern to police, fire and service departments, city halls, plants and businesses.
  
- 10% +/- 5%
- Maintains inventory of Sign Shop materials including paint, chemicals, signs, posts and trucks; schedules vehicle maintenance and equipment repair.

**Experience Required to Perform Essential Job Functions**

An Associate's degree or equivalent technical training in engineering or a related field; three (3) years of related experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

## **Sign Shop Supervisor**

### **Additional Requirements**

Requires a driver's license in the State of Ohio.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment, hammer drill, band saw, drill punch and other sign tools.

#### **Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

#### **Mathematical Ability**

- Ability to understand and apply college level algebra, geometry, calculus and statistics.

#### **Language Ability & Interpersonal Communication**

- Ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including forms, work orders, invoices, performance evaluations, certifications, and reports.
- Ability to comprehend a variety of reference books and manuals including departmental and county personnel policy manual, reference manuals, OSHA rules and standards, specifications, and standards.
- Ability to prepare memos, performance appraisals, correspondence, plans, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret engineering and related terminology and language.

## **Sign Shop Supervisor**

- Ability to communicate with staff, directors of other sections, consultants, departmental employees, and administrators.

## **Environmental Adaptability**

- Work is typically performed in an office environment and in the field.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Survey Party Chief	<b>Class Number:</b>	1063613
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	6
<b>Dept:</b>	Public Works		

**Classification Function**

The purpose of this classification is to oversee, coordinate, and participate in the work of a survey crew in completing work requests; to perform field survey work to establish lines and grades to guide construction operations.

**Distinguishing Characteristics**

This is an advance-journey level technical classification with responsibility for planning, scheduling, coordinating and participating in the work of field crews in establishing lines and grades to guide construction operations. This classification works under a framework of procedures and regulations. The incumbent exercises discretion in applying procedures ensure that assigned activities are completed in a timely and efficient manner. This class is distinguished from the Survey Technician class in that the Survey Party Chief oversees the work of field crews and requires a higher level of education and experience. This class is further distinguished from the Licensed Land Surveyor in the later is more involved in administrative work such as creating databases, drawings, reports, and calculations.

**Essential Job Functions**

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- 30% +/- 10%
- Performs field survey duties; determines degree of curves; checks computation curves and alignment data and determines location of reference points; computes distances and elevations; drafts AutoCAD engineering basemap; reduces survey field notes to develop basemaps.
- 40% +/- 10%
- Oversees and participates in the work of survey crews; sets-up work zones in field for field survey operations; trains journey level staff; plans, coordinates, assigns and reviews work; interprets engineering plans and standards to direct survey field crews; maintains standards; oversees the establishment of center lines, the securing of data for cross sections, bridges and drainage areas; oversees the staking of lines and elevations for grades, bridges and drainage structures; oversees and participates in the setting, recovery, traversing and referencing of geodetic monuments; checks accuracy of completed tasks.
- 20% +/- 10%
- Compiles and prepares work information; compiles and records field notes; checks accuracy of completed tasks.
- 10% +/- 5%
- Selects and provides necessary equipment and materials to complete work assignments; maintains survey equipment; drives and performs routine maintenance on survey vehicle.



## **Survey Party Chief**

### **Experience Required to Perform Essential Job Functions**

High school diploma supplemented with vocational training and two (2) years of related experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

### **Additional Requirements**

Requires a valid Ohio driver's license.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of survey tools and equipment and automated office machines including computers and peripheral equipment.

#### **Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.

#### **Mathematical Ability**

- Ability to perform addition, subtraction, multiplication and division; calculate percentages, fractions and decimals; may require the ability to perform mathematical operations involving basic algebra, geometry and trigonometry.

#### **Language Ability & Interpersonal Communication**

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including maps, right-of-way plans, legal documents, legal descriptions, forms, databases, and work orders.
- Ability to utilize a variety of advisory data and information such as survey plat records, centerline drawings, field notes, elevation records, coordinate files, as built drawings, geodetic files, equipment inventory, time sheets, equipment manuals, procedures, guidelines and routine correspondence.
- Ability to prepare memos, correspondence, engineering base maps, right-of-way basemaps, plans, legal descriptions, calculations, surveys and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to act as a lead person.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the department.

**Survey Party Chief**

- Ability to use and interpret land survey related terminology and language.
- Ability to communicate with supervisor, employees of other sections, consultants, departmental employees, and administrators.

**Environmental Adaptability**

- Work is typically performed in the field and in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Survey Technician	<b>Class Number:</b>	1063611
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	3
<b>Dept:</b>	Public Works		

**Classification Function**

The purpose of this classification is to serve as an instrument person on a survey crew, operating a transit to establish lines of surveys, compute and turn deflection angles and curves, and to figure distance to points along curves.

**Distinguishing Characteristics**

This is an entry/journey level, technical classification with responsibility for acting as a member of a survey crew. This classification works under a framework of well-defined procedures and regulations. The incumbent performs assignments designed to develop technical work knowledge and abilities pertaining to the operation of all types of surveying instruments. Limited exercise of judgment is required on details of work and making preliminary selections and adaptations of surveying alternatives. This class is distinguished from the Survey Party Chief that oversees the work of field crews and requires a higher level of education and experience.

**Essential Job Functions**

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- 40% +/- 10%
- Operates a transit to establish lines of surveys; computes and turns deflection angles and curves, and figures distance to points along curves to establish and set points in staking out roadways, bridges and culverts; makes minor mechanical adjustments to transit; utilizes methods of securing measurements to show topography.
- 10% +/- 10%
- May do geodetic surveys to set and traverse monuments.
- 20 +/- 10%
- Makes sketches and records measurements to show exact location of topography such as buildings, drainage structures, walkways and poles.
- 20% +/- 10%
- Operates a level to set grade stakes, benchmarks and other points of elevation for survey; operates high technical total station and data collector.
- 10% +/- 5%
- Records level, cross section and other notes in field book and makes simple computations for standard level notes.

**Experience Required to Perform Essential Job Functions**

High school diploma or equivalent with one (1) years of related experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

## **Survey Technician**

### **Additional Requirements**

No required licenses.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of survey tools and equipment and automated office machines including computers and peripheral equipment.

#### **Supervisory Responsibilities**

No supervisory responsibilities.

#### **Mathematical Ability**

- Ability to understand and apply addition, subtraction, multiplication, and division.

#### **Language Ability & Interpersonal Communication**

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including engineering plans and specifications, maps, legal descriptions, and work orders.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, reference manuals, OSHA rules and standards, specifications, and standards.
- Ability to prepare calculations, surveys, records of level, cross section and other notes in field book, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the department.
- Ability to use and interpret land survey related terminology and language including survey nomenclature, symbols and adjustments.
- Ability to communicate with supervisor, co-workers, and the general public.

#### **Environmental Adaptability**

- Work is typically performed in an office environment and in the field.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Vehicle Electronics Technician	<b>Class Number:</b>	1041111
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	5
<b>Dept:</b>	Public Works		

## Classification Function

The purpose of this classification is to assist the Public Works Maintenance unit with repairs, installations and maintenance of products, systems and components.

## Distinguishing Characteristics

This is a technical classification that is responsible for vehicle electronics repair and maintenance in the Maintenance Section of the Public Works Office. Employees in this classification have specialized knowledge and experience related to vehicle electronics. This class requires exercise of judgment in repairs and maintenance procedures. This class is distinguished from the Assistant Maintenance Superintendent that supervises the work of this class and requires a higher level of education and general experience.

## Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Assists Vehicle Maintenance by repairing special electronic equipment; diagnose and remedy standard vehicle lighting, aftermarket lighting, and other vehicle lighting. 35% +/- 10%
- Performs work that includes application of engineer's circuit diagrams, topographic amps and the correct application of test equipment; tests and makes minor adjustments to generators. 20% +/- 10%
- Tests and measures circuit voltage, current and resistance; interprets readings to determine circuit problems; reads and interprets schematic diagrams requiring an understanding of solid-state electronic circuit operation such as diodes, transistors, transistor drivers and integrated circuits; troubleshoots individual live electrical circuit problems, properly operating vehicle electrical circuits such as lighting circuits, cranking circuits, charging circuits and other circuits such as DC Motor, solenoid and relay circuits. 30% +/- 10%
- Troubleshoots battery problems, cranking problems and charging system problems; orders parts and equipment for repairs; assists supervisor to coordinate work of mechanics; may provide special training; processes inventory reports and verifies their contents. 15% +/- 10%

## Experience Required to Perform Essential Job Functions

High school diploma or GED supplemented with technical training in electronics or a related field with two (2) years of vehicle electronics experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

## **Vehicle Electronic Technician**

### **Additional Requirements**

No required licenses.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate computers and peripheral office equipment.
- Ability to operate trucks, TV trucks, Vac trucks, cars, generators, mechanic tools, diagnostic tools, diagnostic instruments and other mechanical tools and equipment.

#### **Supervisory Responsibilities**

No supervisory responsibilities.

#### **Mathematical Ability**

- Ability to understand and apply addition, subtraction, multiplication, and division.

#### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including schematics, repair orders, billing invoices, vendor quotes, transfer tickets, and other related documents.
- Ability to comprehend a variety of reference books and manuals including technical manuals, equipment manuals, circuit diagrams, safety practices, reference and computer manuals.
- Ability to prepare repair orders, inventory report, digital scans, quote sheets, reports, schedules, diagnostics, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the department.
- Ability to use and interpret basic vehicle and electronics related terminology and language
- Ability to communicate with supervisor, co-workers, vendors and the general public.

#### **Environmental Adaptability**

- Work is typically performed in a workshop and in an office.

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