

State of Ohio
OHIO WATER DEVELOPMENT AUTHORITY
JOB DESCRIPTION

POSITION TITLE: ENGINEER

REPORTS TO: Deputy Executive Director, Program Operations **FLSA STATUS: Exempt**
DATE: October 2024

JOB SUMMARY:

The Engineer provides technical assistance to the Authority, the Deputy Executive Director of Program Operations, and the Senior Engineer, while assisting local governments on proposed and funded projects. The Engineer reviews, approves, and processes loan disbursements and contractor change orders under the direction of the Deputy Executive Director of Program Operations and Senior Engineer.

ESSENTIAL JOB FUNCTIONS:

1. Processes all requests for payment of contractors' periodic estimates, contractor change orders, and reimbursement requests from local governmental agencies for engineering and related project costs.
2. Coordinates with Ohio Environmental Protection Agency (OEPA) relating to loans made from the Water Pollution Control Loan Fund and the Drinking Water Assistance Fund programs.
3. Coordinates with other state agencies regarding coordination of funding, status of projects, disbursements, and general assistance to the development of water related projects throughout the State of Ohio.
4. Researches payment inquiries and other requests from local governments, and either responds via email or telephone, or routes the inquiry to the appropriate person.
5. Provides technical assistance to the Authority on projects related to wastewater, drinking water, stormwater, solid and hazardous waste, and serves as a liaison with local government agencies and consulting engineers with regard to construction progress.
6. Advises local governments, consulting engineers, and contractors on OWDA procedures regarding payment of project costs and administrative procedures.

OTHER JOB FUNCTIONS:

7. Represents OWDA to state and local governmental agencies and professional associations.
8. Cooperates in making and maintaining an office environment supporting a teamwork approach to the overall function of the Authority.
9. Provides prompt customer service in a courteous and helpful manner.
10. Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

None.

WORK ENVIRONMENT:

Typical office environment, with minimal exposure to excessive noise or adverse environmental issues.

QUALIFICATIONS AND REQUIREMENTS:

1. Hold a minimum of a Bachelor's Degree in civil engineering, environmental engineering, or construction management from an accredited institution.
2. Have a minimum of 2 years of experience in the field of construction, preferably in the area of public water or wastewater systems.
3. Hold a valid driver's license.
4. Have a working knowledge of Microsoft Office and Adobe Acrobat applications
5. Be able to communicate complex matters clearly and precisely, both orally and in writing.
6. Have the ability to be flexible to the work environment.
7. Have the ability to work independently and as a team in a remote work environment.
8. Have the ability to manage time, expectations, and priorities to build a work schedule and utilize self-motivation that maintains momentum and progress.
9. Have the ability to identify, evaluate, and generate information in a digital format.
10. Possess emotional intelligence to be self-aware, empathetic, resilient, and adaptable.
11. Possess digital literacy skills to stay current with digital tools and techniques.
12. Have the ability to multi-task.
13. Be able to meet the following physical requirements with or without reasonable accommodation:
 - a. Remain stationary, move about, transfer and control items or equipment
 - b. Reach
 - c. Communicate and exchange information
 - d. Comprehend and interpret text, spreadsheet, and graphical documents
 - e. Transport and manage objects weighing up to 25 pounds

The Functions, Qualifications, Responsibilities, and Requirements listed above represent the essential functions of the job, which the incumbent must be able to perform either with or without reasonable accommodation. The listed Job Functions do not necessarily include all activities that the incumbent may perform.