



## Division of Water Job Opening

### Associate Engineer

PR#: 007036

Salary: \$37,086.40 to \$43,086.40

March 19, 2009

The Division of Water's Capital Improvement Project Engineering Group is searching for a motivated individual to join its Engineering Staff as Associate Engineer. This individual must possess excellent organizational and problem solving skills, work well under pressure and have a strong desire to complete jobs accurately, on time and in a professional manner. This individual must have a strong background in water related activities.

#### Typical Task:

- Under general supervision responsible charge of administering, planning, researching, designing, constructing, monitoring of engineering projects, and other related civil engineering services
- Assists in supervising the work of drafters, engineering assistants and other employees
- Help prepare and maintain records, cost estimates specifications, standards, and correspondence
- May be required to work varying shifts and report in emergency situations as required. Generally tasks are performed inside with some field work required when necessary.
- Compile and maintain records, cost estimates, specifications, standards, and correspondence
- Interact with management as a technical advisor at the management level
- Perform related duties as required.

#### Minimum Qualifications:

- A Bachelor's Degree in Engineering from an accredited four year college or university is required. An Engineer-In-Training Certificate is preferred.
- Must be proficient in Autocad
- A valid State of Ohio Driver's License is required.
- Must be able to lift and carry at least thirty pounds.

#### Special Requirements:

- A Bachelor's Degree in **Electrical Engineering** from an ABET accredited school (or equivalent as determined by the Ohio Board of Registration of Professional Engineering and Surveyors) is required. Engineering in Training certificate is preferred.
- Technical knowledge in the areas of control system software and hardware, power equipment and switchgear, power distribution, SCADA systems, instrumentation and telemetry is strongly preferred.
- Computer proficiency in Microsoft Office Familiarity with AutoCAD drafting and exposure to GIS software preferred
- Must demonstrate ability to be a team player, work well with and take direction from senior management
- Excellent written and oral communications
- At least two (2) years previous experience in a water utility is preferred.

#### Application Procedures

Interested individuals should submit a resume, outlining their experience, to: [TAWPTeam@clevelandwater.com](mailto:TAWPTeam@clevelandwater.com), Attn: Stephanie S. Tell, 1201 Lakeside Avenue, 4<sup>th</sup> Floor or by fax (664-3330) **no later than Wednesday, April 1, 2009.**

According to the Charter of the City of Cleveland, this position is subject to Civil Service testing. In order to be appointed as a regular employee, you will need to take the Civil Service examination for this classification the next time it is offered. You will possibly be competing against others who are not in this classification and will have to score sufficiently high enough to be reached on an eligible list. Those employees who do not obtain a high enough rank on the eligible list may be subject to demotion or termination. If you have any questions regarding this, please contact Civil Service at (216) 664-2467.