



# **TRUMBULL COUNTY HUMAN RESOURCES DEPARTMENT**

**COMMISSIONERS**

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## **JOB POSTING**

**DEPARTMENT:** Sanitary Engineer's

**LOCATION:** Sanitary Engineer's Office  
842 Youngstown-Kingsville Road  
Vienna, Ohio 44473

**POSITION:** GIS Coordinator/Permits Supervisor

**SUPERVISOR:** Charles Miller

**HOURS OF WORK:** Monday through Friday  
8:30 a.m. – 4:30 p.m.

**SALARY RANGE:** 11

**POSTING PERIOD:** May 3 – June 2, 2022

**POSTING DESCRIPTION:** See Attached

5/3/21

## Trumbull County Sanitary Engineer Office

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### **JOB TITLE: GIS Coordinator/Permits Supervisor**

Trumbull County, Ohio is a combination of both urban and rural communities situated in the northeast corner of Ohio. It is located between the Youngstown, Cleveland, and Akron corridors. The County's population is approximately 200,000. Trumbull County consists of five cities, six villages, and twenty-four townships.

**SUMMARY:** Under general supervision of the Chief Project Manager, the GIS Coordinator initiates and maintains a Geographic Information System (GIS) program and database to create water and sanitary sewer layers for the Trumbull County GIS System. Advises on needed GIS equipment and software purchases. Provides management of drafting and permit personnel.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following, and other related duties may be assigned.

Initiates and maintains a GIS system to create water and sanitary sewer layers for the Trumbull County GIS System. Advises on needed equipment and software. Performs field work and directs others to gather information required to continually update the water and sanitary sewer GIS layers. Works with the Sanitary Engineer, Assistant Sanitary Engineer, Chief Project Manager, Wastewater Superintendent, Water Superintendent and other staff engineers to gather and verify data to be added to the GIS layers.

Provides guidance and instructions to department field personnel (wastewater operators, water operators, maintenance personnel, sewer crews, engineering technicians, draftspersons', service investigators, customer service representatives and meter readers) regarding the proper gathering and adding of data to the GIS layers.

Supervises the issuance of all water and sanitary sewer permits. Coordinates the calculations and collection of tap-in fees and reimbursements necessary to issue a permit. Coordinates updates to the list of properties benefited by water and sanitary sewer lines and works with the Trumbull County Health Department to enforce connections.

Supervises inspectors and draftspersons within the Sanitary Engineering Department. Recommends policy changes and evaluates staffing needs and potential program development.

Answers inquiries from the general public regarding the availability of water and sewer lines within a specific location. Researches petitions for water and sanitary sewer to determine the petition strength based on property front footage. Forwards results and recommendations to the Chief Project Manager regarding project feasibility.

Attends meetings, researches records and assists the Sanitary Engineer, Deputy Sanitary Engineer and Chief Project Manager as necessary.

**SUPERVISORY RESPONSIBILITIES:** Manages up to "5" non-supervisory employees in the Engineering Inspections and Drafting Section. Is responsible for the overall direction, coordination and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing and training employees, planning, assigning and directing work, addressing complaints, resolving problems and recommending rewards and disciplines for subordinates.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** GIS/Mapping related degree from a four-year college or university; five years related experience and/or training; or equivalent combination of education and experience. Must have a valid Ohio Driver's License.

**NECESSARY COMPUTER REQUIREMENTS:** Must have expert knowledge of GIS/Mapping software and associated hardware and a working knowledge of Microsoft Office including Excel, Word, Outlook and PowerPoint.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**MATHEMATICAL SKILLS:** Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY:** Ability to apply commonsense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

While performing the duties of this job, the employee is frequently required to talk or hear. The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.