The Medina County Engineers has a position available for a Drafting-Project Technician.

Employee will have a 180-day Probationary Period. Pay Rate will adjust at the end of the Probationary Period.

Applications may be obtained online or from the MEDINA COUNTY ENGINEER'S OFFICE, 791 W. Smith Road, Medina, Ohio 44256 between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday. Applications will be accepted until the position is filled. Resumes will only be accepted with a completed application. Medina County is an EQUAL OPPORTUNITY EMPLOYER.

DRAFTING - PROJECT TECHNICIAN

JOB RESPONSIBILITY

Under immediate supervision, operates and monitors computer-aided drafting systems and peripheral equipment to generate detailed technical drawings related to engineering and surveying designs; assists in the technical implementation of county highway and utility projects in the office and in the field; performs other related duties as required.

ILLUSTRATIVE DUTIES

The duties listed below are intended to illustrate the type of work functions performed by this classification:

Confers with surveyors, design engineers, and computer personnel to receive job tasks; performs design revisions and enters data into computer;

Using standard computer systems and CAD software, develops and drafts data through peripheral equipment to produce graphic drawings of designs;

Draws detailed construction drawings, survey plats, easements, topographic plans and profiles, and related detail sheets used in planning and the subsequent construction of highways, flood control, drainage, structural, and other civil engineering projects through CAD or other civil engineering software;

Assists with collection of data relating to highway infrastructure elements, including location inventory and condition evaluation. Produces permanent construction records and other miscellaneous office filing;

Assists with the coordination, implementation, and project inspection of highway projects with regard to County and Township specifications and plans and/or proposals;

Communicates and assists the general public, elected officials, contractors, utility companies, manufacturers, and suppliers associated with projects under his/her assignment;

Performs all other related duties as needed.

NECESSARY SKILLS, KNOWLEDGE AND ABILITIES (at the time of filing application)

Knowledge of computer systems, computer hardware, and CAD software; knowledge of drafting techniques; basic knowledge and sufficient skill to perform drawings of record; ability to read and interpret construction plans and maps; ability to communicate effectively; ability to develop and maintain effective working relationships with associates, supervisors, and the general public; ability to lift large monitors and equipment; ability to climb stairs on an inconsistent basis; ability to walk for long periods of time over rough terrain; ability to handle sensitive telephone and face-to-face inquiries and contacts with the general public; ability to tabulate and calculate quantities, ability to calculate fractions, decimals, and percentages, ability to maintain accurate records and to read and write common vocabulary.

UNUSUAL WORKING CONDITIONS

Working at a computer work station for long periods of time; possible morning / evening overtime during construction season; may be exposed to dirt, dust, fumes, noise, water, inclement weather, and moving traffic.

QUALIFICATIONS DESIRABLE FOR EMPLOYMENT

Any combination of training and work experience which indicates possession of the skills, knowledge, and abilities listed above. An example of an acceptable qualification for this position is:

High school Diploma or equivalent and a certificate in drafting or two years of related experience and skill to demonstrate a proficient ability to perform CAD drafting.

Possession of a valid State of Ohio motor vehicle operator's license and vehicularly insurable according to the requirements of the Medina County Commissioners.

Please submit resumes and applications (required) to:

Dan Becker
Administrative Asst.
330-723-9556
email: dbecker@medinacounty.gov

Rate: $25-$27 per hour

11/6/2026