The Henry County Engineer’s Office is accepting resumes for a Project Manager.

Duties include:

* Surveys, performs calculations, and observes work to provide control, inspection, and supervision of contractors and county crews working on county projects;
* Obtains survey data for locating and preserving control points (section corners) in the division of public lands;
* Obtains survey data for project plan preparation;
* Takes notes and research records necessary to the accurate completion of preliminary, boundary, and construction surveys; prepare notes to give clear record of established data;
* Calculates, reviews, records and generally completes project field work;
* Keeps project diary, reviews plans, checks quantity calculations, checks various records and maintains files;
* Estimates costs for projects and checks estimated costs submitted by contractors;
* Prepares and reviews plans; Writes specifications for projects;
* Supervises and/or assists in supervision of technicians and construction activities;
* Will also assist with permits and interact with the public.

Must have experience in Word, Excel, and AutoCAD. Familiarity with survey equipment is beneficial.

The position is full-time at 40 hours per week with benefits.

Resumes are being accepted at the Henry County Engineer’s Office until February 7, 2020. Email to [tschumm@henrycountyengineer.com](mailto:tschumm@henrycountyengineer.com) or mail to Henry County Engineer’s Office, Attn: Tim Schumm, 1823 Oakwood Avenue, Napoleon OH 43545.