NEW AUG 0 1977

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Design Engineer 4	CODE: 85424C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: County, Univ.

FUNCTION: Under administrative direction from assistant deputy director of highway design, acts as chief of either Bureau of Roadway Design or Bureau of Design Services; has direct supervision responsibility for all section heads; generally plans, directs & supervises activities of central office bureau;

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	48-58	Provides direct supervision of all section heads reporting directly to bureau chief (e.g., administrative engineer, geometric design engineer, etc.); prepares personnel documents; adjusts sections' workloads; monitors fiscal & payroll activities, leave & requisition documents, etc.; supervises preparation of standard construction drawings, specifications & design directives.	Knowledge of (1) budgeting, (2) management, (3) labor relations, (4) manpower planning, (5) employee training & development, (6) supervisory techniques, (7) office procedures*, (8) civil engineering; ability to (9) understand bookkeeping procedures & solve practical problems, (10) calculate fractions, decimals & percentages, (11) interview job applicants & write routine business letters.
2	12-18	Coordinates activities of roadway design bureau; develops & administers overall policies & procedures for bureau, including directives on plan composition, specification application, estimate preparation, or design services bureau; assigns & monitors work in traffic control, landscaping & lighting sections; synchronizes planning, products review & sales groups with programmed schedules.	Knowledge of 1, 2, 3, 4, 5, 6, 7*, 8; ability to 9, 10, 11.
3	26-86	Attends meetings & seminars & represents department or division in matters pertaining to design policy; directs research on matters related to roadway design; responds to correspondence from any sector requesting information &/or assistance in or about design (includes submitting forms, vouchers, etc., for federal aid, assistance or reimbursement or preliminary engineering, right of way & construction).	Knowledge of 1, 2, 3, 4, 5, 7*, 8; ability to 9, 10, 11.

(123) 123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*	TRAINING & DEVELOPMENT: