

**THE OTTAWA COUNTY ROAD
COMMISSION HAS THESE EMPLOYMENT
OPPORTUNITIES**

These positions are based out of our Grand Haven office. All positions require a good driving record. Job Descriptions and applications can be found online at <http://www.ottawacorc.com> EEO

INVENTORY CLERK

Responsibilities include handling material, data entry, and verifying orders. Prefer experience in data entry and inventory management. This position will operate a forklift.

SPECIAL SERVICES AIDE

Responsibilities include conducting inspections for utility, commercial, and plat projects; enforcing permit standards, rules and requirements; and performing weighmaster functions. Prefer experience in road and utility construction, and reading construction plans.

ENGINEERING AIDE

Responsibilities include surveying, drafting and making computations, recordkeeping, inspection and material testing for road and bridge construction projects. Prefer prior experience in surveying, staking, or related area in a road commission or public works setting.

CIVIL ENGINEER

Responsibilities include surveying, planning, designing, and inspections of road and bridge projects; involves preparation of plans, specifications, estimates, proposals, contracts, and other related duties. AutoCAD experience is preferred. Position requires a Bachelor's Degree in Civil Engineering.