

# The Role of and Working with the County Engineer

Dean C. Ringle, P.E., P.S.  
Executive Director  
County Engineers Association of Ohio

---

---

---

---

---

---

---

---

## Role of & Working with the County Engineer

The county engineer is responsible for all maintenance, repair, widening, resurfacing, reconstruction and construction of pavements, culverts and bridges on county roads. The county engineer is also responsible for all bridges on township roads.

---

---

---

---

---

---

---

---

## Role of & Working with the County Engineer

Other responsibilities include engineering advisor to township trustees for the maintenance and improvement of their road system and processing county ditch petitions.

---

---

---

---

---

---

---

---

**Role of & Working with the County Engineer**

County Engineers are also the County Surveyor and may perform certain surveying duties for townships and villages. County Engineers also assist with the County Auditor's Tax Maps, creating and maintaining the boundary and survey control layers of the County GIS.

---

---

---

---

---

---

---

---

**TOWNSHIP TRUSTEES GENERAL RESPONSIBILITIES** - ORC Chapters 5571, 5573 and 5575, ORC 5535.01, 5535.08, 505.17 (Snow) 5571.08 (Snow).

The Township Trustees have responsibility for maintenance, resurfacing or improvement of the township road system. In that capacity, Townships are subject to the general charge and general supervision and direction of the County Engineer. See ORC 5543.01, 5571.05 and 5571.07.

---

---

---

---

---

---

---

---

Township roadwork may be done by force account or by contract. The County Engineer works closely with the Trustees on these activities for highways, culverts and bridges.

The Board of Township Trustees may restrict parking on township streets and highways during a snow emergency and prescribe a procedure for declaring a snow emergency.

---

---

---

---

---

---

---

---

**COUNTY ENGINEER GUIDANCE**

**ENGINEERS ANNUAL ESTIMATE - ORC 5543.02**

The County Engineer is required, on or before June 1 of each year, to make an annual estimate for the Board of Township Trustees of each Township, setting forth the amount of money required by the township for construction, reconstruction, resurfacing, or improvements of the public roads within their jurisdictions.

---

---

---

---

---

---

---

---

**ANNUAL MEETING - ORC 5543.06**

The County Engineer is to annually call a meeting of all township and county authorities having directly to do with construction and repair of roads and bridges. The expense of Trustees for attendance to the meeting including per diem salary are to be paid by the County from road funds.

---

---

---

---

---

---

---

---

**MAINTAINING ROADS - ORC 307.13, 5535.08, 5535.15, 5543.01, 5543.09**

The state, county and township must each maintain their own roads, however, the county or township may, by agreement contribute to the repair and maintenance of the roads under the control of others or under certain circumstance, may maintain, repair, construct, reconstruct, improve, or widen any section of a road under the control of others.

---

---

---

---

---

---

---

---

Maintenance or repair of township roads by the Township Trustees and their superintendents are subject to the general supervision and direction of the County Engineer.

The County may provide maintenance service to the Township Trustees. However, the cost of the work should be reimbursed.

---

---

---

---

---

---

---

---

**BRIDGES AND CULVERTS - ORC 5543.09, OAG 94-025**

The County Engineer is to supervise the construction, reconstruction, repair and maintenance of bridges and culverts on township roads. The size of culverts that are each agency's responsibility becomes a matter of negotiation and agreement with the Trustees. It is important that the County Engineer establish policy with the Trustees on size and responsibility.

---

---

---

---

---

---

---

---

**TRUSTEES RESPONSIBILITY TO COUNTY INVENTORY AND REPORTS - ORC 505.04**

The Board of Township Trustees are to make, prior to the second Monday of January of each year, an inventory of all materials, machinery, tools, and other township supplies in its possession. A copy of said inventory is to be filed with the County Engineer.

---

---

---

---

---

---

---

---

**TOWNSHIP ROAD IMPROVEMENT** - ORC Chapters 5571, 5573, 5575, ORC 5543.01, 5543.09

When the Board of Township Trustees has determined that any road must be constructed, reconstructed, resurfaced or improved, they may order the County Engineer to make surveys, plans, profiles, etc. as required for such improvement.

---

---

---

---

---

---

---

---

When ordered, it is the duty of the County Engineer to cooperate. Upon the completion of the surveys, plans, profiles, cross-sections, estimates and specifications by County Engineer, the Engineer is to furnish them to the Board of Township Trustees.

---

---

---

---

---

---

---

---

A limited home rule township may also hire an independent Professional Engineer for the task, after notifying the County Engineer. If an independent Professional Engineer is hired, the County Engineer must review all of the plans prepared by the independent engineer and provide the Board of Township Trustees with comments on those plans within 10 working days after receiving them.

---

---

---

---

---

---

---

---

The County Engineer is required to monitor all of the independent engineer's plans for improvements in order to maintain compliance with existing construction standards and thoroughfare plans, and coordinate construction timelines within the county.

If the Trustees are satisfied that the improvement is to be made, they are to proceed by resolution and adopt the plans as reported by the Engineer.

---

---

---

---

---

---

---

---

As soon as all questions of compensation and damages have been determined, the County Engineer is to make an estimate of assessments upon the real estate that may be charged. If the estimate is more than the amount allowed by law, the Board of Township Trustees must invite competitive bids; and, the County Engineer shall supervise the work and prepare estimates to be paid the contractor.

---

---

---

---

---

---

---

---

The Township Trustees may construct, reconstruct, resurface or improve any public road, including any county road within its township. For a county road, plans must be submitted to the Board of County Commissioners for approval. Township Trustees may also repair bridges.

---

---

---

---

---

---

---

---

It is the responsibility of the County Engineer to maintain a current set of property ownership maps. These maps assist the County Auditor in keeping an accurate tax base.

---

---

---

---

---

---

---

---

**Ohio Revised Code**

► **5713.09 Tax maps of subdivisions.**

- The board of county commissioners may designate the county engineer to provide for making, correcting, and keeping up to date a complete set of tax maps of the county, and shall employ the necessary number of assistants.

---

---

---

---

---

---

---

---

**Ohio Revised Code**

Such maps shall show all original lots and parcels of land, and all divisions, subdivisions, and allotments thereof, with the name of the owner of each original lot or parcel and of each division, subdivision, or lot, all new divisions, subdivisions, or allotments made in the county, all transfers of property, showing the lot or parcel of land transferred, the name of the grantee, and the date of the transfer so that

---

---

---

---

---

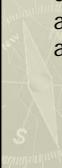
---

---

---

### Ohio Revised Code

such maps shall furnish the county auditor, for entering on the tax duplicate, a correct and proper description of each lot or parcel of land offered for transfer. Such maps shall be for the use of the county board of revision and the auditor, and shall be kept in the office of the auditor.



---

---

---

---

---

---

---

---

### Ohio Revised Code

► **325.14 Salary of County engineer**

- .....The engineer shall be the county tax map draftperson, but shall receive no additional compensation for performing the duties of that position.



---

---

---

---

---

---

---

---

### Ohio Revised Code

► **5713.10 Appointment of draftsmen.**

- The county engineer shall appoint the necessary draftsmen and fix the salary thereof, subject to the approval of the board of county commissioners.
- The salaries of the assistants shall be paid out of the county treasury in the same manner as the salaries of other county officers are paid.



---

---

---

---

---

---

---

---

## Ohio Revised Code

### ▶ 319.203

- ▶ Adopting standards governing conveyances of real property in county.

---

---

---

---

---

---

---

---

## Ohio Administrative Code

### ▶ 4733-37

- ▶ Standards for Boundary Surveys

---

---

---

---

---

---

---

---

### **DITCH PETITION THROUGH THE BOARD OF COUNTY COMMISSIONERS- ORC Chapter 6131**

Owners of real property may file a petition with the Board of County Commissioners for improvements to any ditch, drain or watercourse. The petitioners must provide, with the petition, a bond and list of affected landowners within the watershed. Many times the County Engineer assists with that listing to assure accuracy.

---

---

---

---

---

---

---

---



---

---

---

---

---

---

---