

CITY ENGINEER – City of Broadview Heights

The City of Broadview Heights is seeking to fill our Director-level City Engineer position. Reporting directly to the Mayor, this position is responsible for all phases of Engineering relating to public works, and the efficient operation of the Engineering Department, including managing staff, budgeting and planning. The successful candidate will be an experienced Civil Engineer with a P.E. license, who is collaborative and innovative, with strong leadership skills.

We offer excellent benefits, competitive salary and a great work environment where you can really make a difference!

Duties and Responsibilities

- Manages and/or oversees design, public involvement, environmental, right of way, utility, bidding, construction, inspection, and close out phases of major capital improvement projects; prepares contracts, specifications, and legal notices for receiving bids and awarding contracts; prepares and evaluates RFQ process for consultant selection; administers consultant contracts; coordinates the schedule and progress of consultant's work including preliminary approval of invoices.
- Directly manages employees in the Engineering Department in accordance with the organization's policies and applicable laws.
- Enforces adopted regulatory codes and ordinances pertaining to engineering.
- Coordinates department activities with other departments, agencies and commissions where required.
- Prepares or directs preparation of departmental budget and all administrative regular or special reports.
- Prepares or has prepared all necessary plans, profiles, specifications and estimates of every kind for all public improvements.
- Serves as the authorized representative of the City and supervises the execution of public work undertaken by the City pursuant to plans and specifications approved by Council.
- Advises property owners on problems pertaining to engineering as they may relate to public sewers, public water supply, drainage problems and building grades.
- Acts as the Floodplain Administrator and aids in the National Flood Insurance Program Management.
- Participation on the City's Economic Development Team may be required.
- Performs related duties as required.

Qualifications

- Bachelor's Degree in Civil Engineering or related field, with emphasis on surveying.
- Eight years related experience required, with an additional two years of federal, state or local government administration preferred.
- Valid State of Ohio Driver's License.
- Registered Professional Engineer in the State of Ohio.
- Registered Professional Surveyor in the State of Ohio (preferred).
- Managerial experience, ability to write reports, business correspondence and procedure manuals, and ability to effectively present information and respond to questions from groups of managers, clients, contractors and the general public.
- Ability to examine plans and specifications of new construction, with regards to engineering and determine whether such plans conform to provisions of the applicable codes and good acceptable engineering practices.

Interested? Apply online at <https://www.broadview-heights.org/jobs.aspx>. Please attach your current resume and a cover letter to your completed application.