

CITY OF OAKWOOD
An Equal Opportunity Employer
POSITION DESCRIPTION

Class Title: City Engineer

Department/Division:	Engineering	Reports To: City Manager
Employment Status:	Full-time	Supervises: Foreman/Inspector/Engineering Technician, Maintenance Worker Signs/Facilities, General Service Worker, Interns, Temporary Seasonal Positions
FLSA Status:	Exempt	

QUALIFICATIONS: An example of acceptable qualifications:

Attainment of a Bachelor's degree in civil engineering; minimum of six (6) years experience in civil engineering, including two (2) years in a management position; substantial experience in surveying and civil engineering design, and familiarity with building codes; any equivalent combination of education, training and experience.

LICENSURE OR CERTIFICATION REQUIREMENTS:

State of Ohio professional engineer's license; maintain a valid Ohio Driver's License.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: civil engineering; GIS and CAD systems; safety practices and procedures; traffic signal systems; road design, construction, maintenance, and repair; water system, sanitary sewer and storm sewer design, construction, maintenance, and repair; grounds maintenance and repair; public relations; records management; supervisory principles and practices; project management; manpower planning; local geographical area; fiber optic systems; capital project planning and budgeting; *city goals and objectives; *city policies and procedures; *department goals and objectives; *department policies and procedures.

Skill in: use of modern office equipment; GIS and engineering CAD systems; surveying equipment; traffic signal control systems; motor vehicle operation; and use and maintenance of public works equipment.

Ability to: complete design work on projects involving municipal infrastructure; manage work of outside consultants; deal with many variables and determine specific action; interpret an extensive variety of technical material in books, journals, and manuals; recognize unusual or threatening conditions and take appropriate action; apply management principles to solve problems; define problems, collect data, establish facts, draw valid conclusions, and solve problems; exercise independent judgment and discretion; determine material and equipment needs; prepare accurate documentation; compile and prepare reports; write instructions and specifications; prepare and present public briefings in a clear and effective manner; manage personnel issues; respond to routine inquiries from general public and/or officials; communicate effectively; train or instruct others; recognize safety warnings; understand a variety of written and/or verbal communications; answer routine telephone inquiries; handle sensitive or technical inquiries from and contact with officials and general public; develop and maintain effective working relationships; resolve complaints; perform light manual labor for extended periods of time in often adverse conditions; travel to and gain access to work site.

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Page 2 of 3

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- 20% (1) Designs and/or administers contracts for engineering plans and specifications on public improvements including public facilities, streets and alleys, sidewalks, sanitary sewers, storm sewers, water systems, street lighting, and traffic signals.

- 15% (2) Prepares and/or supervises the preparation of construction plans and specifications for public infrastructure improvement projects; prepares grant requests and project funding plans; confers with City officials on new or revised work projects and needs, and in the development of proposed budget estimates; directs the inspection of contract construction work of a capital improvement nature for conformance with specifications; prepares and maintains short-term and long-range capital improvement plans.

- 10% (3) Supervises Engineering Department employees (e.g., recommends employment and termination, trains employees, evaluates job performance, participates in labor negotiations, assigns and schedules work, addresses grievances, recommends discipline, etc.).

- 10% (4) Reviews plans and makes revisions to conform to city codes; meets with project applicants as required; prepares reports to Planning Commission, Board of Zoning Appeals, and City Council, and makes recommendations to same; makes final inspections of projects to ensure conformance with specifications and City codes.

- 10% (5) Assists city departments and developers with long range planning (e.g. directs research studies and comprehensive reports, establishes feasibility, prepares cost estimates, determines if systems can handle additional capacity, etc.).

- 5% (6) Receives and responds to inquiries from the public regarding engineering, public utilities and other public infrastructure, traffic engineering, and construction projects.

- 10% (7) Maintains contact with consulting engineers, construction project managers, county, state and federal agencies, professional and technical groups and the general public regarding departmental activities and services.

- 10% (8) Oversees all construction on public rights-of-way within the City such as street lighting, traffic signals, water and sewer, and fiber optic projects.

- 10% (9) Prepares the departmental budget for operations, and for annual and long-range capital improvement programs.

- (10) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions; maintains all required licenses.

- (11) Demonstrates regular and predictable attendance.

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OTHER DUTIES AND RESPONSIBILITIES:

(12) Performs other related duties as required or assigned.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Motor vehicles; modern office equipment (e.g., phone, copy machine, personal computer, calculator, etc.); two-way radio; drafting tools; surveying equipment, ESRI GIS and AutoCAD software, etc.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

1. Works in the vicinity of floor or wall openings, elevated platforms, and/or runways.
2. Ascends and/or descends ladders, stairs, or scaffolds.
3. Works in an area in which the means of egress is or can be obstructed.
4. Works on and around powered platforms and/or vehicle mounted platforms (e.g., manlifts).
5. Is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas.
6. Is exposed to possible injury from hazardous gases, chemicals, flammables, or air contaminants.
7. Is exposed to possible injury due to unclean or unsanitary conditions.
8. Is exposed to possible injury as a result of electrical shock.
9. Is exposed to possible injury as a result of working with moving mechanical parts of equipment or machines (e.g., trucks, cars, snow plows, salt spreaders, mowers).
10. Is exposed to possible injury as a result of falling from high places.
11. Has contact with potentially violent or emotionally distraught persons.
12. Has exposure to hot, cold, wet, humid, or windy weather conditions.
13. Has exposure to extreme non-weather related heat or cold.
14. Has exposure to hazardous driving conditions.
15. Works rotating shift.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)
