

# City of Streetsboro



## **POSITION AVAILABLE**

Open: January 19, 2021  
Closes: February 19, 2021

JOB TITLE:	Municipal Engineer
DEPARTMENT:	Engineering
IMMEDIATE SUPERVISOR:	Mayor
STATUS:	Full-time, Exempt, Unclassified, Non-bargaining
COMPENSATION:	\$75,000 - \$100,000/year (target starting salary) plus full City benefits including vacation, health care and retirement.

### **POSITION SUMMARY**

The responsibilities for this position include:

- Review, comment and approve plans relating to public and private developments within the city limits to assure new projects comply with applicable ordinances, development agreements and acceptable design practices.
- Monitor subdivision and commercial activity from design through the construction completion
- Work closely with other department heads, developers and contractors regarding work activities and projects
- Identify infrastructure improvements necessary to accommodate projected growth and development
- Review in-progress and completed maintenance projects, establish priorities for short-term and long-term maintenance projects and coordinate implementation
- Administer the Road improvement Program
- Coordinate utility relocation, easement and ROW acquisitions and ROW permits
- Plan preparation for city-initiated public works projects
- Administer contracted projects for the City as directed
- Respond to public inquiries, investigate and resolve complaints, or refer to appropriate individual or department for resolution
- Performs onsite field inspections when conflicts and/or disputes occur
- Determines scope of engineering projects; prepares requests for proposals and contracts for consulting engineers and private contractors
- Plan, develop and implement annual maintenance programs; operating and capital budgets and monitor expenditures to ensure adherence to such
- Coordinate with consulting engineers and other Departments for water, storm water, roadway master plan updates and impact fee studies
- Provide information to and communicate effectively and amicably with other city departments, engineers, county, state, and federal agencies
- Prepares and performs verbal and written presentations to Mayor, City Staff, Boards, Commissions and City Council as required
- Meet with all prospective developers, landowners, and real estate companies, to discuss Planning, Zoning, Subdivision Platting, and infrastructure
- Attend various city administrative meetings, e.g., all City Council meetings, and other meetings as needed
- Evaluates third-party plans and proposals related to engineering plans and programs.
- Prepares and administers the Department's annual operating budget.

## **Department of Human Resources**

9184 State Route 43, Streetsboro, OH 44241 P:330.626.4942 F:330.626.6087

*www.cityofstreetsboro.com*

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**QUALIFICATION:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to ensure that individuals with disabilities are able to perform the essential functions.

- Completion of a Bachelor's degree in Civil Engineering or related field with a minimum of five (5) years engineering experience; or equivalent combination of education, training, and/or experience. Familiarity with ADA requirements and two (2) years' experience with municipal engineering.
- Experience planning and directing difficult projects and supervising the work of professional engineering and/or architectural staff.
- Registered professional Engineer in good standing with the State of Ohio
- Must possess a valid State of Ohio driver's license.

Application forms are available on the City's website at [www.cityofstreetsboro.com](http://www.cityofstreetsboro.com) Department/Human Resources. Forward a completed, signed City employment application, resume, and references to:

City of Streetsboro  
Human Resources Dept.  
9184 S.R. 43  
Streetsboro, Ohio 44241

The City of Streetsboro is an Equal Opportunity Employer

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