



## **JOB DESCRIPTION**

### **CLASSIFICATION SPECIFICATION**

**JOB TITLE: ENGINEER II**  
**REPORTS TO: CITY ENGINEER**  
**DEPARTMENT: ENGINEERING**  
**DIVISION:**  
**GRADE: 11**  
**FLSA STATUS: EXEMPT**  
**UNION AFFILIATION: NON-BARGAINING**  
**CIVIL SERVICE: UNCLASSIFIED**

**JOB SUMMARY:** Typically manages large scale construction projects with significant cost, complexity, and visibility. As the project lead, independently monitors project progress and finances to ensure plan specifications, materials used, timelines, and safety standards are being met. Frequently collaborates with contractors, consultants, utilities, and government regulators, in addition to the internal departments of Finance, Law, Planning, and Service. Communicates project updates or presents future work planned to City leadership, City Council, community organizations, and the public in general. Self-directed in the review of construction drawings, development plans, zoning proposals & engineering studies for conformance to Federal & State regulations and City code. Develops preliminary and permanent engineering designs and cost estimates. May provide guidance to less experienced Engineering Staff. Serves as Engineering resource to Service Department.

**QUALIFICATIONS:** Bachelor of Science degree in Civil Engineering (BSCE) from an ABET accredited school. Licensure as Professional Engineer in the State of Ohio is required. Requires a minimum of five (5) years experience in the field of Civil Engineering which includes municipal experience. Prior experience must demonstrate the ability to successfully manage complex construction projects from start to completion with minimal supervision. Needs leadership skills to manage a team of experts. Knowledgeable in transportation/infrastructure, stormwater engineering, and municipal government operations. Requires independent decision-making.

#### **ESSENTIAL JOB FUNCTIONS:**

- Prepare and review Requests for Proposals.
- Prepare and compile bid and design build contracts.
- Review detailed plans, specifications, project submittals and bid documents.
- Develop preliminary and permanent engineering designs and cost estimates.
- Draft and review legislation and memos related to engineering department projects.
- Manage complex infrastructure projects through all phases and including these processes:
  - Development of engineering project scope;
  - Conduct engineering analysis of each project element;
  - Select appropriate consultant(s) for the project;
  - Consider the coordination of utilities throughout the implementation;
  - Review design plans for infrastructure suitability, materials to be used, safety, timelines, cost, and feasibility.

- Coordinate with consultants, Ohio Department of Transportation (ODOT), Environmental Protection Agency (EPA), Department of Environment and Science (DOES), utilities, and other city department staff on project development and the details of implementation.
- Prepare, monitor, and review project pay applications, engineering change orders, and substantial completion forms.
- Evaluate material submittals as project supplies are received to ensure the materials being used conform to plan specifications.
- Compile engineering project manuals.
- Oversee field inspections and follows projects in the field.
- Work with design engineer, construction manager, and contractors to resolve project issues.
- Engage with the public to address, mitigate, or resolve engineering project concerns.
- Complete project audit summaries.
- Participate in annual budget preparation for the Engineering Department including contributing to capital improvement estimates.
- Oversee the paving and operating budget for Service Department capital improvement projects to include the purchase of 1) asphalt for strip patching and potholes; 2) concrete; 3) pavement; 4) pavement striping and markings; 5) road barriers; 6) signage and 7) traffic signaling.
- Oversee permit obligations under the National Pollutant Discharge Elimination System (NPDES).
- May prepare Storm Water Management Program (SWMP) annually in fulfillment of Ohio EPA requirements.
- May advise less senior engineer or engineer co-op students.
- May represent the City Engineer at Green City Council or otherwise act in this role as needed.
- Perform other related duties as directed or assigned by the City Engineer to further city infrastructure improvements and as determined to be necessary in order to promote and ensure the effective and efficient operation of the department.

#### **KNOWLEDGE, SKILLS & ABILITIES (\*indicates developed after employment):**

**Knowledge of:** Management practices; City government structure and process; departmental policies and procedures;\* civil engineering principles, practices, and tools; general construction standards; safety practices and procedures; materials, methods, and tools involved in the construction and repair of buildings, bridges, roads, and other related structures. City subdivision regulations;\* budgetary practices; advanced mathematics.

**Skill in:** Microsoft Project or similar engineering project tracking system. Operation of personal computer and the use of engineering-related software (CAD, GIS, etc.); use of office equipment.

**Ability to:** Communicate effectively; collect, analyze, and interpret data; prepare and maintain accurate documentation; develop and maintain working relationships with co-workers, elected officials, and the general public; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; travel to and gain access to work sites; exert up to 20 pounds of force occasionally (up to 1/3 of the time) and/or up to 10 pounds of force frequently (from 1/3 to 2/3 of the time), and/or a negligible amount of force constantly (2/3 or more of the time) in order to lift, carry, push, pull, or otherwise move objects.

**PHYSICAL DEMANDS STRENGTH RATING:**

In accordance with the U. S. Department of Labor physical demands strength ratings, this job is considered a medium strength level of work.

**APPROVALS:** *(Include Name, Title, and Date Approved by HR, Supervisor and Director)*

<i>Pam Serina</i>	<i>HR Manager</i>	<i>9/1/2022</i>
<i>Paul Pickett</i>	<i>City Engineer</i>	<i>9/1/2022</i>
<i>NON-BARGAINING POSITION: Not Applicable</i>		

**CREATED & REVISIONS:**

<i>Legislation #:</i>		<i>Legislation Date:</i>	
<i>Revision Dates:</i>	Proposed September 6, 2022		