



JOB DESCRIPTION

CLASSIFICATION SPECIFICATION

JOB TITLE: ENGINEER I
REPORTS TO: CITY ENGINEER
DEPARTMENT: ENGINEERING
DIVISION:
GRADE: 8
FLSA STATUS: NON-EXEMPT
UNION AFFILIATION: NON-BARGAINING
CIVIL SERVICE: UNCLASSIFIED

JOB SUMMARY: Reviews construction drawings, development plans, zoning proposals & engineering studies for conformance to Federal & State regulations and City code. Perform basic research & analyses for feasible studies, product, or material reviews & process improvements. Generally assigned to small to medium scale construction projects in size, cost, and degree of complexity. Makes recommendations & prepares findings for senior level engineers' review. Prepares reports, maps, excel spreadsheets, & exhibits for presentation to City leadership, City Council, & community organizations & answers customer inquiries. All work is completed under the supervision of the City Engineer, a registered professional engineer.

QUALIFICATIONS: Bachelor of Science degree in Civil Engineering (BSCE) from an ABET accredited school and working toward the requirements for a Professional Engineer's registration. Strong interest in transportation/infrastructure & stormwater engineering; Strong interest in municipal government operations; Previous co-op experience is preferred; Previous municipal government co-op experience a plus. Good communication & leadership skills with ability to work with clients in either the public or private sector.

ESSENTIAL JOB FUNCTIONS:

- Manage relatively small to medium sized engineering projects.
- Develop scope of project based upon capital improvement project identification.
- Prepare requests for proposals, reviews, and makes recommendations based on consultant responses.
- Select or assist with the selection of consultants.
- Establish scope of work and coordinates with consultants during project design.
- Review specifications and bid documents.
- Oversee bidding process and approves estimates, change orders, and release of retainers during project construction.
- Draft legislation and prepare project manual.
- Consult with City Engineer or senior engineer as project develops.
- Coordinate various project phases with contractors.
- Visit and inspect sites for compliance while assisting with construction supervision for the city.
- Coordinate with Environmental Protection Agency (EPA), Department of Environment and Science (DOES), Ohio Department of Transportation (ODOT), Summit County Engineer, and other regulatory agencies.
- Monitors project expenditures to ensure compliance with budgetary limitations.

- Participates in meetings with City officials, other professionals, and the public in general to discuss engineering-related issues such as project plans, schedule, cost, and status.
- Provides engineering expertise to other City departments as needed and provides recommendations.
- Serves as technical resource to City Engineer, Administration, and City Council.
- Assists the City Engineer in the implementation of capital improvement projects.
- Updates the capital improvement projects database or spreadsheet and adjusts for cost changes as the actual expenses come in.
- Assists the City Engineer with the preparation of the annual budget request for the Engineering Department.
- Performs other related duties as directed or assigned by the City Engineer and determined to be necessary in order to promote, further, or 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;* principles and practices of civil engineering; general construction standards; safety practices and procedures; City subdivision regulations;* budgetary practices; advanced mathematics.

Skill in: Microsoft Office Project Software*; Operation of personal computer and the use of engineering-related software (CAD, GIS, etc.); use of modern 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.

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>2017-R14</i>	<i>Legislation Date:</i>	<i>4/11/2017</i>
<i>Revision Dates:</i>	<i>January 2017; September 6, 2022</i>		