

CITY OF OBERLIN JOB DESCRIPTION
City Engineer

Title: City Engineer	Department: Public Works
Supervisor: Public Works Director	Position(s) Supervised: Information Systems Manager
Status: Full-time	Civil Service Status: Classified/Non-Competitive
FLSA Status: Exempt	Exemption Category:
Bargaining Unit: None	Pay Grade: 7

Schedule: Regular business hours, evening meetings and other hours as needed

This description is meant to represent a body of work typically performed in this position but does not necessarily represent all the duties which may be assigned to the incumbent in the position. The incumbent is responsible for performing miscellaneous duties as needed or assigned.

General Statement of Duties: The City Engineer is responsible for providing professional civil engineering services in support of the Public Works and Planning Departments and the other municipal departments as necessary. Such duties include planning, construction, repair, operations and maintenance of the municipal infrastructure including but not limited to the street, water distribution, sanitary sewer and storm sewer systems as well as the various City facilities. The City Engineer performs various administrative duties and provides additional support to the Public Works Director as needed or assigned.

The City Engineer shall function with a high degree of independence. He/she shall utilize sound professional judgment, demonstrate planning and organizational skills to establish and manage priorities, programs and staff for his/her functional area. The City Engineer shall be committed to the mission, vision and values of the City and demonstrate ethical conduct, community stewardship, individual initiative and responsive service. The City Engineer shall demonstrate effective performance through clear, concise communication; collaboration; proper allocation and utilization of resources; sound decision-making; personal accountability; and responsibility.

Minimum Qualifications: Requires a bachelor's degree in Civil Engineering or related field from an accredited four-year college or university. Must be a registered professional engineer in the State of Ohio. Must have a minimum five (5) years previous work experience in the planning, design, permitting and construction of municipal infrastructure and facilities or an equivalent combination of education and experience which provides the skills and abilities necessary to perform the job. The position requires a valid State of Ohio driver's license.

An individual who poses a direct threat to himself/herself or others in the workplace will be deemed not qualified for this position.

Primary Job duties: *(Essential functions are identified by an ‘ * ’; percentages indicate estimated amount of time spent on each duty area and may include ranges to accommodate variations in assignments)*

1. Administration*

- Develops and administers the Engineering Division budget and related capital budgets including operating, capital and emergency expenditures
- Administers public sector procurement processes. Prepares bids including front-end bid documents, drawings, specifications and cost estimates. Reviews and recommends bid award for construction, goods and service contracts. Prepares requests for qualifications/requests for proposals and evaluates/recommends same for professional services contracts.
- Directly monitors and coordinates the work of consultants and contractors. Reviews and approves consultant/contractor pay estimates. Assures that work is in compliance with contract documents, meets all specifications and stays within budget.
- Assists in preparing and implementing local, state or federal planning, transportation and utility grants and loans
- Assists in long-range integrated strategic planning
- Develops and updates design criteria, construction specifications and standard drawings for the design and construction of public infrastructure projects
- Advises City Council, Planning Commission, Public Utilities Commission and other City boards and commissions. May attend meetings as requested by the Public Works Director.

2. Technical

a. Transportation Systems*

- Assists in long range strategic planning for the City’s transportation network including vehicular, pedestrian and alternative transportation systems. Conducts traffic counts; may prepare or oversee the preparation of traffic impact studies. Researches, prepares and presents related reports.
- Prepares and submits ODOT Bridge Inventory reports. Recommends maintenance, repair and replacement of bridges and culverts.
- Prepares plans, specifications and bidding documents for pavement maintenance, replacement, and reconstruction and for the construction of new streets, curbs, related structures and drainage. Reviews and recommends bids.
- Coordinates the work of contracted or in-house field inspectors. Performs field inspection of capital projects. Reviews and recommends pay requests. Catalogues and maintains record drawings.
- Develops and implements a comprehensive sidewalk repair and improvement program. Assists in the preparation of a pedestrian master plan including sidewalk in-fill strategy.

b. Water, Wastewater, Stormwater*

- Uses field data, CCTV, flow meters, computer models, etc. to assist in long range strategic planning for the City’s underground utilities. Researches, prepares and presents related reports.
- Prepares plans, specifications, permit applications and bidding documents for the maintenance, repair, replacement and expansion of the water distribution system, the

sanitary sewer collection system and the storm sewer collection system. Reviews and recommends bids.

- Coordinates the work of contracted or in-house field inspectors. Performs field inspection of capital projects. Reviews and recommends pay requests. Catalogues and maintains record drawings.
- Assists in the preparation and/or review of plans, specifications and permit applications for capital construction projects at the Water Treatment Plant and the Water Environment Protection Facility
- Assists in the development, prioritization and implementation of the City's Inflow & Infiltration Plan
- Administers the City's Storm Water Pollution Prevention Plan for Phase II Municipal Separate Storm Sewer System compliance
- Coordinates natural and artificial water course management with adjacent townships, the County Engineer, the Army Corps of Engineers and others
- Assists in the administration of the City's Floodplain Ordinance

c. Geographic Information Systems

- Responsible for oversight of the development, maintenance and improvement of the GIS base map including the coordination and incorporation of data from other City departments and from outside sources. Facilitates the dissemination and use of this information to staff and to the public.
- Prepares and maintains a comprehensive street and street condition inventory. Assimilates this data into the GIS base map.
- Prepares and maintains an accurate inventory of the City's underground utilities. Assimilates this data into the GIS base map.
- Uses GIS to assist in the management of the City's rights-of-way

d. Planning and Development

- Provides detailed and timely technical review of residential subdivision and commercial development plans. Reviews specifications and calculations prepared by consulting engineers to ensure compliance with City standards, regulations, ordinances and standard engineering practices. Particular regard will be paid to traffic engineering and roadway design, water service, sanitary sewer service and stormwater drainage design, providing comments concerning corrections modifications or revisions. Duties may include but are not limited to: review of the City's construction agreements, participation at Planning Commission and related meetings, assisting developers and their engineering consultants, reviewing and updating City standards, regulations and ordinances, evaluating infrastructure and plant capacity.
- Assists with planning and implementation of the City's Comprehensive Land Use Plan
- Reviews and coordinates the approval of Excavation/Utility Tap-in Permit Applications. May provide inspection services relative to these permits.

e. Facilities and Grounds

- Collaborates with other City departments to provide long-range strategic planning for the maintenance, repair, renovation or new construction of City buildings and facilities
- May prepare plans and specifications for the maintenance, repair, renovation and new construction of City buildings and facilities

- May oversee or assist in the oversight of the work of contractors to review and approve pay estimates and to ensure that the work is in compliance with contract documents, meets all construction specifications and stays within the budget

3. Supervision

- a. Provides direct supervision to the Information Systems Manager. May supervise interns.
- b. Determines work priorities and schedules; assigns projects/tasks
- c. Monitors performance of direct report(s)
- d. Assesses staff training needs; coordinates and/or provides staff training and development

Public Works Director Support

- a. Assists Director in reviewing, developing and implementing Public Works policies, procedures and standards
- b. Assists Director in developing short-term and long-term plans for Public Works programs, projects and budgets
- c. Assists in preparation and administration of annual budget
- d. Responds to requests for information about City services and takes appropriate actions to resolve issues
- e. Attends meetings to represent Public Works Director as directed
- f. Monitors and ensures compliance of divisional operations with relevant local, state and federal regulations

Required Knowledge, Skills and Abilities:

- Comprehensive knowledge of the standard practices and procedures of civil engineering and construction particularly as it pertains to municipal infrastructure including pavement systems, water distribution, sanitary sewer collection, storm sewer collection, water treatment, wastewater treatment, buildings and facilities
- Knowledge of AutoCad and computer modeling of water distribution, sanitary sewer and storm sewer systems
- Knowledge of Geographical Information Systems
- Knowledge of local, state and federal regulations governing pavement design, water treatment and distribution, wastewater treatment and collection, storm water, surveying and building codes
- Knowledge of basic management techniques
- Knowledge of local government practices and procedures including public sector procurement
- Knowledge of basic safety principles and practices including OSHA regulations pertaining to construction
- Ability to establish and maintain effective work relationships with supervisor, co-workers, employees, City officials and the public
- Ability to research, collate and present information effectively, in both verbal and written forms
- Ability to investigate, analyze and effectively resolve problems and conflicts
- Ability to multi-task and perform with evolving priorities
- Ability to maintain confidentiality and handle sensitive issues with discretion and sound judgment

Work Environment and Equipment Utilized: Standard office equipment is utilized routinely in the job, and the work is performed both in a typical office environment with adequate lighting, ventilation and temperature controls and in the field, where the employee may be exposed to extreme conditions of weather, sound, odors and other unpleasant conditions and hazards.

Employee Signature/Date

Supervisor Signature/Date

Human Resources Signature/Date

Law Director Signature/Date

Appointing Authority Signature/Date

Reviewed by Civil Service Comm.: 07/01/97

Reviewed by City Council: 07/15/97