

MUNICIPALITY OF GROVEPORT

An Equal Opportunity Employer

Page 1 of 3

POSITION DESCRIPTION

Employee Name:		Position Title Engineering Coordinator	
Class Number:	11121	Class Title:	Engineering Coordinator
Dept./Div.:	Engineer	Employment Status:	Full-time
Reports to:	City Engineer	FLSA Status; Pay:	Nonexempt
Normal Hours:	M-F, 8:00 a.m. – 5:00 p.m.	EEO Status:	06 – Administrative Support
DOT (closest applicable number): 169.167-014			

PURPOSE: Coordinates and oversees all administrative activities in the Engineering Department. Assists City Engineer with the organization and direction of the Engineering Department and its functions and responsibilities.

QUALIFICATIONS: An example of acceptable qualifications:

Completion of Associate Degree and five (5) years' experience in an engineering environment including service in an administrative capacity; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities;

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio driver's license and maintain insurability under the Municipality's vehicle insurance policy.

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

Personal computer, computer software (e.g., Microsoft Office Suite including advanced Excel skills, Adobe Professional, ESRI (ArcGIS), Website-editing software, finance/accounting software), printer, copy machine, fax machine, digital camera, DVD burner, and other standard business office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to chemical compounds found in an office environment (e.g. toner, correction fluid, etc.); ascends and/or descends ladders, stairs, or scaffolds; works in or around crowds; occasionally lifts objects 20 lbs or less; occasionally carries objects 20 lbs or less; occasionally pushes objects 20 lbs or less; occasionally pulls objects 20 lbs or less.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

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

- 40% (1) Performs advanced administrative duties and project coordination duties for the Engineering Department; performs fiscal duties for the Engineering Department in receiving and recording deposits for the Engineering Plan review/permitting program and for inspection activities and assists the City Engineer in receiving invoices and processing payments to consultants, contractors, and vendors; evaluates and implements the Engineering Department Records Retention plan; composes routine correspondence and editing for signature; creates department reports, arranges appointments and

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, Ohio 43016

MUNICIPALITY OF GROVEPORT

An Equal Opportunity Employer

Page 2 of 3

POSITION DESCRIPTION

Employee Name:		Position Title	Engineering Coordinator
Class Number:	11121	Class Title:	Engineering Coordinator
Dept./Div.:	Engineer	Employment Status:	Full-time
Reports to:	City Engineer	FLSA Status; Pay:	Nonexempt
Normal Hours:	M-F, 8:00 a.m. – 5:00 p.m.	EEO Status:	06 – Administrative Support
DOT (closest applicable number):	169.167-014		

schedules; provides general information and construction notices to the public; reviews documents for accuracy and completeness; counts, sorts, collates, and arranges documents for typing or copying; distributes documents to appropriate personnel; greets walk-ins; operates copy machine to reproduce documents; maintains department filing system including, but not limited to, the record-plan inventory and engineering standards for the City; types and edits correspondence, reports, records, and related departmental documents; compiles and/or edits proposal contract documents and specifications for City Capital Projects and prepares bid-advertisement notices under direction of the City Engineer; provides part-time administrative support to the Public Works Department, as directed by the City Engineer

- 20% (2) Update and maintains Engineering department web page to include Bid Postings, news flashes, construction project updates, and storm water management plan updates and events; Creates and updates Engineering Department forms and permits, utilizes GIS when necessary; manages the City's web-based bidding software to include bid packages and solicitations.
- 20% (3) Performs duties to support the Engineering Plan Review/permit program to receive and track applications, release permits and updates and maintains related records. Maintains the Engineering Department Record Plan inventory of approved plans.
- 10% (4) Performs duties to support the Stormwater Management Program, assisting the City Engineer to develop, implement, evaluate, and update the Program plan and its objectives and goals. Assists in preparing annual report to the Ohio EPA. Composes and posts public information and education.
- 10% (5) Assists City Engineer in developing and monitoring the annual department budget and prepares and maintains fiscal records for ongoing projects within the department;; reviews account balances, expenses, and encumbrances; processes purchase- orders, processes payments and maintains financial reports for on-going projects. Assist with researching and preparing documents grant applications
- (6) Maintains contact with staff, the general public and various government agencies/officials in order to obtain or disseminate information related to the essential position functions.
- (7) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- (8) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, Ohio 43016

MUNICIPALITY OF GROVEPORT

An Equal Opportunity Employer

Page 3 of 3

POSITION DESCRIPTION

Employee Name:		Position Title	Engineering Coordinator
Class Number:	11121	Class Title:	Engineering Coordinator
Dept./Div.:	Engineer	Employment Status:	Full-time
Reports to:	City Engineer	FLSA Status; Pay:	Nonexempt
Normal Hours:	M-F, 8:00 a.m. – 5:00 p.m.	EEO Status:	06 – Administrative Support
DOT (closest applicable number):	169.167-014		

(9) Performs other related duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: inventory control; *municipal goals and objectives; *municipal policies and procedures; *personnel rules; *rules and regulations; *workplace safety practices and procedures; government structure and process; public relations; office practices and procedures; English grammar and spelling; records management.

Skill in: Interpersonal skills; Critical thinking; typing; data entry; spreadsheets; databases; word processing; computer operation; telephone console operation; use of modern office equipment.

Ability to: interpret a variety of instructions in written, oral, picture, or schedule form; deal with problems involving several variables within familiar context; add, subtract, multiply, and divide whole numbers; copy material accurately and recognize grammatical and spelling errors; complete routine forms; prepare routine correspondence; prepare accurate documentation; compile and prepare reports; use proper research methods to gather data; respond to routine inquiries from public and/or officials; communicate effectively; understand a variety of written and/or verbal communications; maintain records according to established procedures; answer routine telephone inquiries; develop and maintain effective working relationships; travel to and gain access to work site.

POSITIONS DIRECTLY SUPERVISED:

None.

(Signature of Municipality Representative)

(Date)

(Signature of Employee)

(Date)

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, Ohio 43016