

MUNICIPALITY OF GROVEPORT

An Equal Opportunity Employer

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POSITION DESCRIPTION

Employee Name:		Position Title:	City Engineer
Class Number:		Class Title:	City Engineer
Dept./Div.:	Administration	Employment Status:	Full-time
Reports to:	Administrator	FLSA Status; Pay:	Exempt
Normal Hours:	Varies	EEO Status:	02 - Professional
DOT (closest applicable number):			

QUALIFICATIONS:

Possession of a Bachelor's Degree in civil engineering from a college or university of recognized standing and civil engineering experience, preferably at the local government level, some of which preferably was in a supervisory/managerial capacity; minimum of three (3) years of experience and training in all aspects of CADD/GIS, drafting and surveying; or any equivalent combination of accepted education and experience that would provide the following knowledge, abilities and skills.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Certification as a Registered Professional Engineer within the State of Ohio.

Possession of a valid State of Ohio Motor Vehicle Driver's License.

EPA Class 1 Water Certification, or ability to obtain, desired.

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

Automobile, tape measure, digital camera, Kuhlman gauge, level, architect/engineer ruler, cellular phone, personal computer, computer software, printer, copy machine, fax machine, and other standard business office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employer has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); works in the vicinity of floor or wall openings, elevated platforms, and/or runways; ascends and/or descends ladders, stairs, or scaffolds; works on and around powered platforms and/or vehicle mounted platforms; is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; exposed to possible injury from hazardous gases, chemicals, flammables, air containments, unclean or unsanitary conditions, electric shock; works with moving mechanical parts of equipment or machines (e.g., HVAC equipment, pool equipment, fitness equipment); exposed to possible injury from explosions and/or falling from high places; works in or around crowds; has contact with potentially violent or emotionally distraught persons; has exposure to hot, cold, wet, humid, or windy weather conditions; infrequently lifts objects 50 lbs or less; infrequently carries objects 50 lbs or less; infrequently pushes objects 50 lbs or less; infrequently pulls objects 50 lbs or less.

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

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, Ohio 43016

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JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

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

- 30% (1) Prepares engineering layouts for capital improvements (streets, storm, water, facility).
- 20% (2) Provides input to Chief Building Officials on site plan submittals to City for review and action; revises base and zoning maps; reviews public records, legal plats, survey plat drawings of property surveys, and documents regarding annexations, easements, dedications and vacations prior to Council action; reviews development plans submitted to ensure compliance with City standards including, but not limited to, street construction, storm water management, traffic and sidewalk requirements.
- 20% (4) Provides supervision of Public Works Superintendent; ensures department work is in compliance with organizational and regulatory standards; coordinates street maintenance activities.
- 10% (5) Directs and reviews design work of consultants performing work for the City; participates in preparing bid packets and specifications for construction projects, including preparation and evaluation of bid packages; administers contracts for construction projects.
- 10% (3) Develops, maintains, and updates Five Year Capital Plan, Street Inventory, Storm Water Management Plan, CMOM Plan, Sidewalk Program and any other infrastructure-related plan adopted or initiated by the City.
- 5% (6) Analyzes departmental needs and requests project estimates; prepares appropriation budget and forecasting; assists with preparation of capital improvements plan in conjunction with Council and the Mayor; assists in the preparation of grant applications; monitors budget and expenses; provides input on future capital projects for budgeting purposes.
- 5% (9) Maintains contact with contractors, other engineers, the general public, and various government agencies/officials in order to obtain or disseminate information related to the essential position functions.
- (10) Maintains required licensures and certification.
- (11) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

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(12) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

(13) Performs other related duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: engineering; budgeting; project management; *municipal goals and objectives; *municipal policies and procedures; *personnel rules; *rules and regulations; *workplace safety practices and procedures; water distribution system principles and practices; sewer construction; government grant programs; municipal laws and/or regulations; public relations; office practices and procedures; records management; supervisory principles and practices; *local geographical area.

Skill in: computer operation; use of modern office equipment; motor vehicle operation; computer software.

Ability to: interpret a variety of instructions in written, oral, picture, or schedule form; interpret extensive variety of technical material in books, journals, and manuals; deal with problems involving several variables within familiar context; apply management principles to solve agency problems; exercise independent judgment and discretion; understand, interpret, and apply building codes; select most qualified applicant according to specifications for referral; add, subtract, multiply, and divide whole numbers; calculate fractions, decimals, and percentages; complete routine forms; prepare routine correspondence; prepare accurate documentation; compile and prepare reports; respond to routine inquiries from public and/or officials; conduct effective interviews; communicate effectively; train or instruct others; understand technical manuals and/or verbal instructions; understand a variety of written and/or verbal communications; maintain records according to established procedures; develop and maintain effective working relationships; travel to and gain access to work site.

POSITIONS DIRECTLY SUPERVISED:

Public Works Superintendent, Administrative Assistant

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(Signature of Municipality Representative)

(Date)

(Signature of Employee)

(Date)

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