

## OCCUPATION DESCRIPTION

Title: Assistant City Engineer

Classification: This job title is in the Unclassified Service

Responsible To: City Engineer/Mayor/Safety Service Director

Normal Working Hours: Monday through Friday, 8:00 am to 4:00 pm. These hours and days could vary, based on need. Attends City Council meetings and Committee meetings as required and substitute chairs the Surface and Drainage Committee meetings.

### QUALIFICATIONS

Bachelor's degree in civil engineering and a minimum of five (5) years' experience as Ohio licensed professional engineer with valid Ohio P.E. license. Experience in public works and engineering inspection.

### LICENSURE OR CERTIFICATION REQUIREMENTS

Possession of a valid State of Ohio driver's license; must be able to qualify for and remain insurable under the City's vehicle insurance policy.

### MINIMUM ACCEPTABLE CHARACTERISTICS (\* indicates developed after employment)

Knowledge of: principles, practices and procedures of civil engineering; project and infrastructure inspection techniques; government structure and process; safety practices and procedures; department policies and procedures\*; public relations; human resources management; construction management; EPA laws and/or regulations; water distribution systems and construction, maintenance and repair; construction codes, specifications and standards; road construction, maintenance and repair; read and understand construction plans, profiles and specifications; utility construction, maintenance and repair; engineering specific software such as SWIM, etc.

Skill in: use or operation of tools and instruments used in the inspection of construction projects; computer skills in Word, Excel, Outlook, OnBase, I-pads, Autocad, etc.

Ability to: interpret a variety of instructions in written, oral, picture or schedule form; deal with problems involving variables; recognize unusual or threatening conditions and take appropriate action; apply management principles to solve engineering/department problems; exercise independent judgment and discretion; define problems, collect data, establish facts and draw valid conclusions; communicate with the public both verbally and in writing; calculate fractions, decimals and percentages; prepare accurate documentation; communicate effectively with other professionals, peers, staff, residents and City Council members; read blueprints; write detailed reports both to the files and for

dissemination to the public; develop and maintain effective working relationships; travel to and gain access to work sites; represent the City of North Ridgeville at meetings and conferences in a professional capacity.

#### ESSENTIAL FUNCTIONS OF THE POSITION

- Coordinate Ohio EPA Phase II storm water program.
- Write reports; prepare documentation for state and federal grants, citation letters and/or ordinances and resolutions.
- Prepare in-house plans, specifications and bidding documents for small construction projects.
- Supervise publicly bid construction projects and contracts including processing and approving payments and prepare bid tabulations.
- Demonstrate the ability to access field construction sites over difficult terrain in order to analyze and resolve problems and make construction procedure and/or process decisions.
- Demonstrate the ability to handle upset and sometimes angry individuals.
- Must have the ability to evaluate employee performance and recommend discipline if necessary.
- Traffic engineering knowledge a plus but not a requirement.
- Knowledge of CAD systems a plus but not a requirement.
- Other duties as assigned by the City Engineer.

#### OTHER DUTIES, SKILLS, AND RESPONSIBILITIES

- Attends conferences, seminars, workshops to keep apprised of changes in regulations, technology, legislation and new procedures.
- Performs other related duties as assigned by the Administration.
- Attends classes to keep Ohio P.E. license current.
- Ability to review construction plans for new subdivisions, new commercial projects and city projects to ensure they conform to city standards.
- Ability to review storm water management calculations for conformance to city standards.
- Ability to review contractor's certified payroll reports for conformance with Ohio prevailing wage laws.
- Ability to calculate sanitary sewer and water tap fees per city ordinances.
- Prepare minutes for Board of Drainage & Flood Control.
- Prepare monthly and quarterly Satellite Sewer Discharge Control Program reports.
- Prepare annual 5-year Capital Improvement Plan.
- Prepare annual OEPA Phase II Storm Water Program report.
- Review construction plans for private utility projects.
- Update annually city infrastructure inventories.
- Draft storm sewer, sanitary sewer or water main easements.
- Evaluate resident complaints on various issues including drainage and city projects.

- Review design engineering proposals and contractor bid documents.
- Provide guidance to and coordinate with Engineering Dept. inspectors.
- Coordinate GIS map updates.
- Coordinate submission of maintenance bonds and punch list repairs by developers for subdivisions.
- Update standard construction drawings as needed.
- Draft annual Engineering Dept. report and next year budget requests.
- Coordinate OnBase Engineering Dept. plan indexing.

**EQUIPMENT OPERATED (the following are examples only and are not intended to be all inclusive)**

Has the ability to operate a computer to include Word, Excel, Outlook, OnBase and IPad and Autocad; standard office equipment; sewer main camera; sewer lateral camera; transit; blueprint copier; two-way radio; tape measure; manhole lid puller; automobile.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS**

The employee:

- Works in the vicinity of floor or wall openings, elevated platforms, and/or runways.
- Ascends and/or descends ladders, stairs or scaffolds.
- Works in confined spaces.
- Is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases and/or poorly ventilated work areas.
- Is exposed to possible injury from hazardous gases, chemicals, flammables or air contaminants.
- Is exposed to possible injury due to unclean or unsanitary conditions.
- Is exposed to possible injury as a result of working around moving mechanical parts of equipment or machines.
- Is exposed to possible injury from explosions.
- Is exposed to possible injury as a result of falling from high places.
- May have contact with angry individuals.
- Has exposure to hot, cold, wet, humid or windy weather conditions.
- Has exposure to hazardous driving conditions.