



JOB DESCRIPTION

ASSISTANT CITY ENGINEER

Department: Engineering Department

FLSA Status: Exempt

Employment Status: Full Time

Reports To: City Engineer

Working Hours: Normal Working Hours with some evening commitments

SUMMARY

The City of North Ridgeville is seeking a well-rounded, articulate, critical thinking, collaborative professional to serve as its Assistant City Engineer. Under the general supervision of the City Engineer, performs a variety of complex engineering duties including but not limited to: overseeing, planning and directing the efficient development and construction of public works projects; develops engineering plans and specifications; troubleshoots technical project and residential issues; reviews and interprets the application of state and local law, specifications and procedures; provides complex administrative support; prepares various written documents including reports, memos, studies, etc.; attends meetings outside of office hours as necessary; acts on behalf of the City Engineer in matters of well-defined policy, during absences and/or as specifically delegated; assists in the supervision of the Engineering Department staff.

MINIMUM QUALIFICATIONS

- Bachelor's degree in civil (preferred) engineering
- Minimum seven (7) years of experience as a licensed professional engineer preferably with some municipal or county government experience
- Ohio P.E. license
- 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

ESSENTIAL FUNCTIONS

- Reviews and approves new projects for conformance to codified ordinances and the City's Standard Construction Drawings including subdivision plans, commercial plans, capital improvement projects and utility improvements by outside utility companies.
- Manages the inspections of new residential subdivisions.
- Manages the inspections and construction management of capital improvement projects.
- Assists in the analysis and planning of the drinking water, sanitary, storm water and water course distribution networks.
- Assists in managing the pavement condition rating system of the roadway infrastructure network and works with the Service Department for the asset management and system preservation of the roadway network.

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- Works with the Service Department to oversee the planning, design, construction and maintenance of traffic operations including the traffic signal systems, signage, striping and lighting.
- Assists in the management of the Storm Water Management Program including reviews of the storm water utility credits, revenues and rates.
- Assists with compliance of the MS4 Program and the OEPA.
- Reviews and maintains the City's Standard Construction Drawings and specifications.
- Assists the City's Water Department in preparing the annual Water Asset Management Plan.
- Oversees the Backflow Prevention and Cross-Connection Control Program including collection and reporting of data, inspections and administering enforcement as necessary.
- Assists in preparing the annual Drinking Water Consumer Confidence Report.
- Assists in preparing the monthly and quarterly reports that are required with the Satellite Sewer Discharge Control Program.
- Manages and maintains the GIS Data Management Program.
- Provides public involvement as necessary including conducting public meetings, providing public access to technical data and policy information.
- Prepares budgets and accounts for expenditures related to capital improvement projects and the accounts of the Engineering Department expenditures related to equipment, office supplies, education, professional services and other miscellaneous needs.
- Investigates residential complaints and recommends viable resolutions.
- Reviews and approves individual residential subplot site plans.
- Serves as liaison between the Engineering Department and other department heads, contractors, builders, sales representatives, other professionals and the general public.
- Serves as liaison to public agencies including ODOT, OEPA, NOACA, OTC and others.
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- Attends conferences, seminars, and workshops to keep apprised of changes in regulations, technology, legislation and new procedures.
- Attends continuing professional development opportunities to meet the licensing requirements of the Ohio Board of Engineers and Surveyors.
- Performs other related duties as assigned by the City Engineer and to address the needs of the Engineering Department.
- Reviews and revises NRCO as applicable to the Engineering Department.
- Oversees the backflow meter inspection and rental program.

ABILITIES AND CHARACTERISTICS

- Leadership skills with critical thinking abilities
- Organizational and time management skills
- Ethical conduct
- Written and oral communications skills with ability to articulate technical concepts at all levels
- Business and customer service skills
- Collaborative and works well in a team environment

EQUIPMENT OPERATED

- Ability to use professional office software including Microsoft Office Products, Adobe products, ESRI GIS systems, records retention software, utilities government management software

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- AutoCAD experience preferred
- Familiar with a survey transit and other levels
- Familiar with GPS machine control systems
- Familiar with metal detectors
- Familiar with CCTV camera systems

PHYSICAL DEMANDS AND WORK CONDITIONS

The Assistant City Engineer may be subject to the following work conditions:

- Work near floor or wall openings
- Traverse over elevated platforms, runways or other elevated situations
- Ascend or descend ladders or steep stairs
- Environmental conditions that could be hazardous including gases, chemicals, flammables, air contaminants, odors, dust and/or poorly ventilated work areas
- Unclean or unsanitary conditions
- Construction sites with large construction equipment being operated
- Angry individuals
- Extreme weather
- Hazardous driving conditions
- Traversing over uneven or difficult terrain

Job Description Approval:



Authorized Signature

1/31/23

Date