

CITY OF ASHLAND
An Equal Opportunity Employer
POSITION DESCRIPTION

Classification Title: City Engineer
Position Title: City Engineer

Name of Incumbent:

Office/Division: Engineering
Reports To: Mayor

Employment Status: Full-time
Civil Service Status: Unclassified
Bargaining Unit Status: Excluded

JOB RESPONSIBILITIES

In addition to the following, performs other related duties as required.

Provides engineering expertise on capital improvement projects for City departments; provides engineering expertise for the work of other divisions throughout the community; prepares and administers grants; prepares project specifications, drawings, and other documentation; reviews and recommends sourcing of bids; prepares estimates; inspects major contracted projects; coordinates engineering project activities with other divisions; directs the work of the Engineering Division, directs the work of the Building and Zoning Department.

QUALIFICATIONS

State of Ohio Registered Professional Engineer; Civil Engineering Degree with not less than five (5) years of management experience or equivalent professional degrees and experience.

LICENSURE OR CERTIFICATION REQUIREMENTS

Must be a State of Ohio Registered Professional Civil Engineer or be able to obtain a certificate of the same within the first year of employment. Must possess a valid State of Ohio driver's license, plus must be able to qualify for and remain insurable under the City's vehicle insurance policy.

ESSENTIAL FUNCTIONS OF THE POSITION

For purposes of 42 USC 12101.

1. Provides engineering expertise on capital improvement projects (project design, procurement of permits, preparation of bid documents and specifications, project scheduling, project inspection, close-out, etc.).
2. Provides assistance to the Mayor and other departments or commissions on projects or problems (drainage analysis and culvert design, street improvements, utility line repair, material specifications, etc.).
3. Assists the Mayor and other departments or commissions with long range planning of infrastructure and construction issues (utility master plan, building and zoning master plan, storm water management, housing, landscaping, etc.).
4. Prepares and administers grants (conducts research, prepares applications and additional documentation, ensures compliance with terms and conditions, etc.).
5. Directs the Engineering Division and Building and Zoning Division; assigns personnel duties; directs department operations.
6. Provides engineering expertise and assumes responsibility for annual bridge inspection program (inspects bridges, prepares reports, confers with other governmental units, coordinates necessary maintenance and repair, etc.).
7. Provides engineering expertise and assumes responsibility for traffic engineering projects (conducts traffic studies and crash analyses, resolves traffic congestion and safety issues, interacts with other governmental units, etc.).
8. Prepares requests for proposals, requests for qualifications, standard specifications, standard drawings and other technical documents; reviews and makes recommendations on proposals; reviews and updates construction standards; etc.

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9. Demonstrates regular and predictable attendance.
10. Maintains required licensure and certification.
11. Performs other professional functions as directed by City Charter and the Codified Ordinance.
12. Implements Baldrige-like principles of measurable quality throughout the division, including the use of best practices.

OTHER DUTIES AND RESPONSIBILITIES

1. Assists the survey crew with the layout and staking of construction projects.
2. Attends conferences, seminars, workshops, etc., to keep apprised of technology, legislation, new procedures, etc.
3. Directs the provision of a variety of clerical tasks in order to assist with the efficient delivery of services (receives and responds to inquiries; runs prints; types, copies, and files documents; etc.).
4. Performs any and all other duties as directed or assigned by the Mayor or other person acting on behalf of or in place of the Mayor, which in the opinion of the Mayor or such other person are necessary to be performed in order to promote, further, or ensure the effective and efficient operation of the Division.

KNOWLEDGE, SKILLS AND ABILITIES

Necessary to perform duties (*indicates developed after employment).

Knowledge Of: Principles and practices of civil engineering; city government structure and process*; departmental policies and procedures*; advanced mathematics; general construction standards; safety practices and procedures; grants administration.

Ability To: Communicate effectively; collect, analyze, and interpret data; prepare and maintain accurate documentation; present reports to the public; develop and maintain working relationships with co-workers, elected officials, and the general public; access work locations; operate standard business office equipment.

Skill In: Application/utilization of engineering principles; operation of personal computer; operation of survey equipment and instruments.

EQUIPMENT OPERATED

The following are examples only and are not intended to be all-inclusive.

Personal computer, level, transit traffic counters, standard business office equipment, and other equipment that evolves due to technological changes and improvements.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS

Conducts inspections of City bridges; is exposed to traffic; is exposed to dust, dirt, and fumes.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description.

(Employee Signature)

(Date)

Adopted: 9/27/95

Revision# 1 : 7 / 24 / 08
2 : 3 / 31 / 09

Approved By: _____
