



## City of Powell Position Description

**Position Title: Project Engineer**  
**FLSA Status: Exempt**  
**Reports to: City Engineer**  
**Employment Type: Full-time**

**Pay Grade:**  
**Service Type: Unclassified**  
**Revision Date: January 2025**

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### **Nature of Work – General Description:**

This position works under the direction of the City Engineer. This position is responsible for planning, designing, overseeing construction, and maintaining public and private infrastructure projects like roads, bridges, buildings, stormwater management facilities, public water infrastructure, sanitary sewer facilities, ensuring their safety and functionality throughout their lifecycle by applying engineering principles and adhering to regulations. This work involves site analysis, design calculations, project management, project inspection, and collaborating with contractors to execute construction plans. This work is performed under the general direction of the City Engineer. Additional guidance is provided through codified ordinances, subdivision regulations, construction/material specifications, and building, engineering, and construction regulations. Work is reviewed through performance appraisals, meetings, reports, and analysis of results obtained.

Given the nature of this classification's duties/responsibilities, it has been designated as Exempt under the governing Fair Labor Standards Act regulations and, therefore, is not entitled to formal overtime compensation and/or formal compensatory time.

### **Essential Functions of Work:**

- Manages the design and preparation of construction plans, specifications, and cost estimates for capital improvement projects.
- Assisting in the development, planning, design, budgeting, and implementation of the five-year Capital Improvement Program
- Plans, supervises and performs technical studies, investigations, and research work.
- Performs plan reviews to determine if plans meet City requirements and policies.
- Assist in the identification, preparation, and submission of project grants for funding opportunities.
- Addresses requests for information and/or complaints from the public relating to right-of-way, hazardous conditions, drainage, and other engineering and construction-related matters.

- Works with various government agencies to process permits and coordinate activities.
- Provide engineering support to other City departments in the implementation, coordination, execution, and completion of their capital improvement projects. Work includes scope development and/or review, managing the design consultant selection process, supervision of consultant, review of plans and technical specifications, public meetings, preparation of bid documents, overseeing bidding and contract award, management of design consultants during construction, responding to public requests for information and/or complaints, and project closeout (finalizing record plans, project documents, etc.)
- Develops design criteria and upgrades construction standards and specifications for the design and construction of public improvement projects.
- Prepares project budgets, schedules, and final analysis.
- Supervises and manages the work of consultants in drafting, surveying, and design work.
- Meets with the public on project-related issues and responds to public requests for information and/or complaints.
- Represent the City on internal and external governmental committees.

**Nonessential Functions:**

- Prepares complex, routine, and non-routine reports; receives, sorts, and summarizes material for the preparation of reports; prepares work reports.
- Assists in the development of the annual budget, including reviewing budget expenditures and requesting revisions to meet operational needs.
- Performs related work as required or as assigned.

**Supervisory Responsibilities:**

- None

**Minimum Qualifications:**

- Possession of a Bachelor of Science degree from an accredited four-year college or university in Civil Engineering or other construction-related field.
- Two to three or more years of progressively responsible experience in a role or similar work environment that would demonstrate effectiveness in leading engineering projects and providing technical expertise.

- Regular attendance, as governed by and in accordance with applicable rules, regulations, procedures and laws, is regarded as an essential requirement of this classification.

### **Licensure/Certification Requirements.**

- Registration as a professional engineer in the State of Ohio.
- Possession of a valid Ohio driver's license and vehicle insurance.

### **Knowledge, Skills, and Abilities:**

- Broad knowledge of engineering principles, codes, and construction practices for the design of civil engineering projects within a municipal environment.
- Knowledge of civil engineering and/or construction principles, practices, concepts, procedures, and methods.
- Knowledge of municipal government structure and processes.
- Knowledge of City Codified Ordinances, State and Federal Laws, rules, guidelines, and standards applicable to civil engineering and construction.
- Property issues associated with appraisals, legal descriptions, owner rights and contract preparation.
- Construction planning, management, and budget tracking.
- Familiarity with the principles, methods, materials, and equipment common to development, and construction operations.
- Working knowledge of all applicable development, engineering standards and codes.
- Interpret ordinances and regulations common to city infrastructure and construction regulations.
- Knowledge of computerized office programs; software applications related to construction management and inspection.
- Ability to communicate effectively verbally and in writing.
- Ability to coordinate activities of consultants and other governmental agencies.
- Ability to design public improvement projects.
- Ability to make recommendations for capital improvements.

- Ability to plan, coordinate, direct construction activities; read and interpret plans and specifications.
- Ability to establish and maintain effective working relationships with other employees, departments, city officials, representatives from government and community agencies, and the public.

**Working Environment and Conditions:**

- Typical office environment with the requirement of working outside in extreme weather conditions and environment conditions of work site.
- Ability to exert in excess 20 pounds of force occasionally, and/or up to 25 to 40 pounds of force frequently.
- Requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, driving, and repetitive motions.
- Ability to walk long distances and/or work while standing for long periods of time.
- Ability to work evenings, weekends, and holidays as needed.