



City of Powell Position Description

Position Title: City Engineer
FLSA Status: Exempt
Reports to: Director of Public Service
Employment Type: Full-time

Pay Grade: 6
Service Type: Unclassified
Revision Date: August 2022

Nature of Work – General Description:

This position works under the direction of the Director of Public Service. This position directs all civil engineering functions of the City including the development, programming, design, and inspection of public improvement/construction projects (i.e., sanitary and storm sewers, waterlines, and traffic control devices, building department functions and a variety of public and private engineering-related activities).

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:

- Reviews or manages the review of all construction engineering plans to determine and ensure compliance with all applicable standards, regulations, codes, and ordinances.
- Directs development activities involving the investigation and resolution of drainage, sewer, water, street, and traffic problems, and the design, construction and maintenance of streets, curbs, gutters, sewers, sidewalks, and bike paths.
- Directs activities relating to the design, construction and maintenance of traffic control signals, signs, and markings.
- Advises the Community Development Director and/or the Director of Planning on engineering and related matters.
- Supervises and coordinates contractual engineering consulting services, and monitors and supervises contractual public improvement/construction activities.
- Reviews, analyzes, and approves public improvements/construction and development and building plans to determine and ensure compliance with all applicable codes, ordinances, and specifications.
- Reviews, approves, and recommends periodic and final project payments and change orders.

- Conducts on site construction inspections to determine and ensure compliance with all applicable codes, ordinances, specifications, and regulations when required.
- Supervises the proper organization and maintenance of documents, records, drawings, plans, maps, etc.
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- Assists in development and administration of the Capital Improvements Program.

Nonessential Functions:

- Assists in development and administration of department budget and assists in development and monitoring of the Capital Improvements Fund.
- Develops and recommends policies utilized by the City.
- 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.
- 5 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:

- Extensive knowledge of civil engineering principles, practices, concepts, procedures, and methods.

- Extensive knowledge of public works construction practices, methods, and procedures.
- Considerable knowledge of municipal government structure and processes.
- Considerable knowledge of administrative/managerial principles, concepts, practices, and procedures.
- Ability to review and analyze construction plans and determine compliance with applicable specifications, regulations, codes, and ordinances.
- Ability to recognize, analyze and define problems, establish facts and reach valid conclusions, and determine and initiate appropriate corrective professional solutions.
- Ability to apply an extensive variety of complex technical engineering principles to field conditions.
- Ability to interpret and apply existing specifications, codes, and ordinances to field conditions.
- Ability to prepare meaningful, concise, and accurate reports.
- Ability to communicate with the public, state and local government officials, other city officials, various city board and commission members, contractors, and developers in an effective, tactful, and courteous manner.
- Ability to answer inquiries and resolve complaints from contractors, developers, and the general public in an effective, tactful, and courteous manner.

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.