

CITY OF BARBERTON

An Equal Opportunity Employer

POSITION DESCRIPTION

Position Title: Engineer

Name of Incumbent:

Civil Service Status: Classified
Employment Status: Full -Time
FLSA Status: Exempt

Department: Engineering
Reports to: Director of Public Service
Pay: 8

JOB SUMMARY:

Responsible technical and administrative position consisting of directing the activities of the Engineering Division of the Department of Public Service. Work involves responsibility for the development and supervision of public works projects and supervision of all operations and activities of the City Engineer's Office. Work involves the application of professional engineering and administrative knowledge to the development, construction, and maintenance of public works projects and related municipal service facilities. The general objectives and assignments of projects are set forth by a superior, and work is reviewed by the evaluation of work accomplishments.

QUALIFICATIONS:

Bachelor's degree in engineering plus considerable experience in the practice of civil engineering, including experience in municipal engineering.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Registration as a professional engineer and surveyor in the State of Ohio.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*Indicates developed after employment)

Knowledge of: Principles and practices of civil engineering and surveying as applied to the development, construction and maintenance of Engineering projects; the public works interrelationships of subdivisions, utilities and street systems, storm water; the principles and practices of public works administration.

Skill In: Preparing, reviewing, and interpreting engineering plans, specifications, technical drawings, and construction documents. Using engineering-related technology to support project development and documentation. Managing multiple engineering projects simultaneously, including scheduling, budgeting, and coordinating with contractors and external agencies.

Ability to: Apply this knowledge of the materials, methods and techniques of street, sewer and other public works and engineering activities of municipalities; plan, plan and supervise the work of professional, technical and clerical personnel; plan and direct varied engineering operations in the field and office; establish and maintain effective working relationships with contractors, employees, City officials and the public.

ILLUSTRATIVE DUTIES:

1. Directs and coordinates major projects of the City involving the assignment of survey work and the supervision of, and participation in, the preparation of designs, estimates, specifications and bidding documents.
2. Directs the construction of municipal improvements including streets, sanitary and storm sewers, water mains, and other public works and makes final inspection on major projects.

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3. Confers with and advises subordinates on problems of design, construction, maintenance, and repair of public improvement, including streets, sanitary and storm sewers, water mains, gutters, curbs, sidewalks and other structures and the improvements of public buildings and grounds.
4. Prepares estimates and specifications and obtain official authorization for major street, sidewalk, sewer, and related improvements.
5. Supervises, reviews, and participates in the computation of total costs and distribution of costs for construction projects.
6. Renders technical advice to other City officers and employees.
7. Performs other related or unrelated duties as assigned
8. Proficiently operates personal computer, has experience in Microsoft Office software; Excel, Word, Calendar, Outlook, PowerPoint.

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 (employee) signature below signifies that I have reviewed and understand the contents of my position description.

Approval of Appointing Authority

Date

Employee Signature

Date