**POSITION TITLE:** CITY ENGINEER

**DEPARTMENT:** PUBLIC WORKS

**DIVISION:** ENGINEERING

**CITY OF BOWLING GREEN**

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**REPORTING RELATIONSHIPS**

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**POSITION REPORTS TO**

Director, Public Works

**DIRECT REPORTS BY TITLE:**

Civil Engineer; Surveyor; Project Inspectors (2); Engineering Technician (1)

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**POSITION FUNCTION**

This position is responsible for supervising activities of the Engineering Division staff as well as planning, design, review and project management of infrastructure improvements including paving, sidewalks, storm water management, waterline and sanitary sewers.

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**JOB RESPONSIBILITIES**

Prepare contract documents (detailed engineering plans, specifications, cost estimates) for City projects involving waterlines, sanitary sewers, storm sewers, detention ponds, transportation, pavement, sidewalks and other improvement projects. Perform Project Management duties and oversee projects from start to finish. Prepare cost estimates. Review bids and prepare bid tabs. Respond to contractor questions and comments. Prepare pay applications for City projects under contract. Review and recommend change orders. Assist Project Inspectors to solve complex field problems during construction. Deliver City infrastructure projects on schedule and within budget. Work with consultants on outsourced infrastructure projects. Supervises project inspection.

Utilize ODOT standards and specifications for transportation and pavement projects. Assist in managing annual paving program to review, evaluate, and recommend streets for pavement replacement. Prepare cost estimates for contracting and short and long range budgetary purposes. Design flexible and rigid pavements. Review and provide comments on Traffic Impact Studies. Attend Access Management Review Committee meetings. Experience in traffic design and modeling software preferred.

Assist, as needed, with Ohio EPA Phase II Storm Water Management Plan. Assist city-wide GIS needs, as required. Experience in GIS preferred. Assist other City Departments, as needed.

Review and approve construction documents and specifications for private construction projects involving infrastructure and other public improvement projects. Review and approve design calculations for sanitary sewer, storm drainage, storm detention/retention ponds, and water quality ponds.

Effectively communicate with citizens, contractors, administration, and staff. Respond to citizen complaints and requests. Work with other governmental agencies; Ohio EPA, Wood County Engineer, BGSU, TMACOG, etc.

Attends Board of Public Utilities and City Council meetings.

Supervises and manages work of the Civil Engineer, Surveyor, Project Inspectors and Engineering Technicians, and in the absence of the Public Works Director, the work of the Public Works Administrative Secretary.

Other duties as assigned.

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**PHYSICAL REQUIREMENTS**

Job requires incumbent to sit, talk/hear and use hands to finger, handle or feel. Must be able to focus clearly at 20 inches or less.
**Occupational/Technical Skills**

- Knowledge of Civil Engineering Principles
- Ability to use spreadsheet, database, word processing and selected job-specific software
- Ability to use scientific calculator and Engineer’s scale
- Must maintain a valid Ohio Driver’s License and have the ability to drive

**Administrative Skills**

- Ability to plan, organize, assign and direct work of staff
- Ability to allocate resources to meet objectives
- Ability to effectively coordinate activities of others to meet objectives
- Ability to handle multiple priorities and projects
- Ability to use a computer terminal to accurately and rapidly enter and retrieve data and information

**Cognitive Skills**

- Ability to interpret a variety of technical information with abstract and/or concrete variables
- Ability to identify problems, recognizing symptoms, causes and alternative solutions
- Knowledge of methods and techniques of research
- Ability to interpret professional periodicals and journals, technical procedures, and government regulations
- Ability to perform engineering calculations
- Knowledge of basic budgetary principles and practices
- Ability to encourage the creativity of subordinates
- Ability to create and readily draw on a large pool of diverse sources of information
- Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities

**Communications Skills**

- Ability to speak effectively one-to-one
- Ability to speak effectively before groups and to respond to questions
- Ability to demonstrate attention to and convey understanding of the comments or questions of others
- Ability to prepare clear and concise reports, correspondence and other written materials
- Ability to prepare analyses, policies and/or budgets
- Ability to develop complex reports and position papers

**Interpersonal Skills**

- Ability to develop and maintain smooth, cooperative working relationships with peers, subordinates, and superiors
- Ability to deal courteously and diplomatically with the general public
- Interpersonal skills necessary to provide effective leadership to subordinate personnel and to develop cooperative working relationships with employees, senior management, elected officials, and vendors
- Ability to bring conflict or dissent into the open and use it productively to enhance the quality of decisions

**Leadership Skills**

- Knowledge of administration and supervision of staff and activities
- Ability to plan, conduct, and participate in meetings in which the collective resources of the group members are used efficiently
- Ability to establish effective controls, ensuring that employees have necessary resources and authority
- Ability to monitor progress and exercise control
- Ability to select and evaluate employees
- Ability to provide performance feedback
- Ability to facilitate professional growth

**DESCRIPTION OF WORKING CONDITIONS**

Work is typically performed in an office setting and is subject to moderate contact with City citizens and the general public as well as pressure from deadlines.

**EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS**

Incumbent must be registered as a Professional Engineer; five to seven years of relevant experience; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job, and must have a current Ohio Driver’s License.

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.