

**POSITION TITLE: CIVIL ENGINEER**  
**DEPARTMENT: PUBLIC WORKS**  
**DIVISION: ENGINEERING**

**CITY OF  
 BOWLING GREEN**

**REPORTING RELATIONSHIPS**

City Engineer

**POSITION REPORTS TO**

**DIRECT:** 5      **INDIRECT:** 1

**DIRECT REPORTS BY TITLE:**

In absence of City Engineer: Surveyor; Project Inspectors (2); Engineering Technician

**POSITION FUNCTION**

This position assists the City Engineer by supervising activities of the Engineering Division staff as well as planning, design, review, and project management of infrastructure improvements including transportation, drainage, waterline, and sanitary sewers.

**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.

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 pavements and maintenance methods such as crack sealing and slurry seal. Review and provide comments on Traffic Impact Studies. Experience in traffic design and modeling software is a plus.

Assist as needed with Ohio EPA Phase II Storm Water Management Plan. Assist City wide GIS needs as required, experience in GIS is a plus. 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.

When required; perform duties of City Engineer; attend Board of Public Utilities and City Council meetings.

Other duties as assigned.

**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.

**REQUIRED SKILL SETS***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

Knowledgeable of and ability to use AutoCAD software

Knowledge of other related engineering software, traffic engineering, GIS, water distribution modeling, and hydraulic modeling desired.

*Administrative Skills*

Ability to plan, organize, assign and direct work of staff

Ability to adequately 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 interpret complicated policies, procedures and protocols

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**

Must be registered as a Professional Engineer or have graduated from an ABET, Inc., accredited engineering curriculum; minimum of five 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.