



THE VILLAGE OF INDIAN HILL

https://indianhill.gov/?post_type=jobs&p=232740

City Engineer / Project Manager

Description

The City of the Village of Indian Hill is seeking a qualified individual to fill the position of City Engineer/Project Manager. Indian Hill is located in Hamilton County, Ohio, approximately ten miles northeast of Cincinnati and encompasses 20.5 square miles. Indian Hill is home to approximately 6,087 residents and has a strong sense of history, community and rural agriculture. Indian Hill operates with a 2023 annual operating budget of approximately \$15.1 million, and an annual capital fund program of \$4.9 million, and an annual water works operating and capital fund program of \$7.6 million.

Primary responsibilities include the planning, coordination and implementation of capital improvement projects associated with roads, bridges, culverts, water distribution, sanitary sewers, and storm water. The City Engineer/Project Manager reviews and approves construction drawings, site plans, and right-of-way permits. Oversees utility coordination and inspection services. Works closely with Assistant City Manager and Public Works/Water Works Superintendent on various City Ordinances and infrastructure needs. Qualified candidate must have the ability to assimilate a large amount of information upon coming into the position and remain up to date.

[City Engineer/Project Manager Job Description](#)

Essential Duties and Responsibilities

- Responsible for coordination, inspection, and monitoring of a variety of public works, utility, Capital Improvement Projects, and new development and repairs to existing projects for conformance to plans and/or specifications.
- In coordination with the Assistant City Manager performs plan review and design oversight of grading, cut/fill, curb cuts, utilities, soil and erosion control, and storm water.
- Acquires right-of-way as needed for various construction projects.
- Provides engineering review and reports for new subdivisions, developments and other site improvements. Includes bonding and review of project progress payments for final street dedication.
- Develops, in coordination with Public Works/Water Works Superintendent, short- and long-term planning (including financial) on roads, bridges culverts, landslides, water mains and erosion issues. Coordinates yearly inspections, evaluations, budget projections and scheduling priorities.
- Monitors budget expenditures to ensure projects remain within budget.
- Designs, creates and administers over construction contracts for public improvements.
- Serves as the City's State of Ohio Prevailing Wage Coordinator. Responsible for monitoring contractors and sub-contractors to assure compliance and reporting requirements with all local, state and federal laws governing prevailing wage and establishes and maintains a public record of payroll reports of contractors or sub-contractors with the City's improvement projects.

Hiring organization

The Village of Indian Hill

Employment Type

Full-time

Beginning of employment

Anticipated 02/01/2024

Job Location

6525 Drake Road, Cincinnati, OH, 45243

Working Hours

8:00 a.m. to 5:00 p.m., Monday through Friday

Base Salary

\$ 89,769 - \$ 127,265

Date posted

October 23, 2023

Valid through

November 22, 2023

- Exercises responsibility for the conceptual, preliminary, and final design, cost estimates for labor, material and equipment and the preparation of specifications for City projects.
- Leads project management on various concurrent projects.
- Attends pre-construction meetings to establish guidelines with contractors for project compliance.
- Performs utility coordination and inspection services.
- Liaison for the Hamilton County Storm Water District. Reviews and ensures compliance with storm water regulations.
- Prepares and submits grant applications associated with public improvement projects (e.g., Municipal Road Funds, State Capital Improvement Program, OPWC, etc.)
- Coordinates with City Inspector and County Health Department on city-wide septic system inspections and required upgrades.
- Provides day to day review of residential zoning complaints, storm water problems and other various property (private or City owned) related issues.
- Reviews and issues right-of-way permits.
- Coordinates with GIS Analyst on mapping City Infrastructure.
- Analyzes survey reports, maps, drawings, blueprints, aerial photography, or other topographical or geologic data.
- Provides daily engineering and technical support to other City departments and staff.
- Develops, oversees and coordinates the City's Environmental Stewardship Committee activities, agenda, meeting and meeting minutes.
- Develops, oversees and coordinates the City's Reforest the Hill donation program funds and activities.
- Applies for various grants and/or project funding opportunities at the local, state and federal levels.
- Surveys properties, if properly certified.
- Encourages and promotes land donations to residents and property owners.

Knowledge, Skills and Abilities

- High degree of integrity, maturity, independence and initiative.
- Communicate professionally, concisely and clearly with other City employees, general public, contractors, consultants and elected officials, in person, in writing and other mediums.
- Ability to prepare accurate and encompassing financial project projections.
- Ability to foster a cooperative work environment from staff and departments throughout the City.
- Ability to supervise and train employees, to include organizing, prioritizing and scheduling work assignments.
- Ability to use logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions or approaches to problems and projects.
- Ability to identify landslides and complete pier wall design and construction.
- Knowledge and ability to identify erosion and coordinate natural stream channel restoration.
- Knowledge of soil classifications and geology.
- Understanding of native plant species.
- Knowledge and ability to complete EPA and ACOE permitting requirements.
- Ability to interpret zoning regulations effectively and accurately to contractors and residents.
- Develop project management policies that incorporate viable and obtainable implementation procedures.
- Strong public speaking skills and ability to explain project details to the general public.

Education

Graduation from a four-year accredited college or university with a bachelor's degree in Civil Engineering or closely related field required, and a Professional Engineer's License in the State of Ohio.

Experience

Candidate must have five years or more experience in local government or private practice which specifically works with public sector clients. Experience in project management, monitoring, reporting, and financing is highly desirable. Must have experience with AutoCAD, ArcGIS, AssetWise, iWorq, Microsoft Outlook, Word, and Excel and knowledge of municipal building codes, ODOT standards, zoning regulations and NPDES-MS4 storm water management regulations. Surveying certification preferred.

Job Benefits

The position includes a competitive salary starting at \$89,769 to \$127,265, depending on qualifications, with an excellent benefit package. Position is unclassified, FLSA exempt, and at-will.

Current benefits include:

- Participation in the Ohio Public Employees Retirement System
- Deferred Compensation Plans
- Comprehensive Health, Dental, Vision and Life Insurance
- Health Savings Account Contributions
- Employee Assistance Program
- Education Assistance through Tuition Reimbursement
- 12 Paid Holidays
- Paid leave, including vacation, personal, sick and compensatory time
- Years of service credit for those candidates who have prior service with other governmental units for vacation leave and eligibility to transfer up to 960 hours of sick leave

Contacts

Qualified candidates are required to submit a detailed cover letter, resume and application for employment no later than **5:00 p.m. EST on Wednesday, November 22, 2023** for utmost consideration, although applications will be accepted until this position is filled.

All documents should be submitted at the same time and may be submitted electronically through the City's website (<https://indianhill.gov/employment/>), mailed or delivered to the attention of:

Jessica Chaney
Director of Administrative Services
Village of Indian Hill
6525 Drake Road
Cincinnati, OH 45243
(513) 561-6500
jchaney@indianhill.gov

All finalists will be subjected to a comprehensive background check and the selected candidate will be required to complete a drug screening and employment physical.

The City of the Village of Indian Hill is an Equal Opportunity Employer