



CITY OF THE VILLAGE OF INDIAN HILL POSITION DESCRIPTION

Position Title: City Engineer/Project Manager
Department: Administration
Reports to: City Manager
Civil Service Status: Unclassified
Employment Type: Full-time
Pay Classification: Salary, Exempt
Salary Range: \$89,769 - \$127,265
Adopted/Revised: October 23, 2023

FUNCTION: The City Engineer/Project Manager engages in engineering practices and principles as well as construction methods. Plans, coordinates, and implements capital projects associated with roads, bridges, culverts, water distribution, sanitary sewers, and storm water. 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.

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.
- 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.

SUPERVISORY RESPONSIBILITIES: none

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.

REQUIRED EDUCATION AND EXPERIENCE:

A Bachelor's degree from an accredited college or university with a major in civil engineering or related engineering field. Minimum five years' experience in local government or private practice which specifically works with public sector clients. Experience with AutoCAD, ArcGIS, AssetWise, iWorq, Microsoft Outlook, Word, and Excel. Knowledge of municipal building codes, ODOT standards, zoning regulations and NPDES-MS4 storm water management regulations. Experience in project management, monitoring, reporting and financing is highly desirable. Surveying certification preferred.

LICENSES OR CERTIFICATIONS:

Must possess an Ohio Professional Engineer's Registration (P.E.) and a valid Ohio Driver's License.

TOOLS AND EQUIPMENT USED:

Computer including word processing, spreadsheet, database, AutoCAD, ArcGIS and various software programs, calculator, engineer and architectural scales, tape measure, copy machine, fax machine, printer, telephone, postage machine, forms folder/inserting machine and other small office equipment.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Generally sedentary work with low physical effort required to sit, stand, bend, stoop, push, pull, carry, lift and walk. Light work involves occasionally lifting, carrying, pushing or pulling objects, equipment and supplies up to 20 to 30 lbs. Dexterity to use keyboard, monitor and calculator and various small office equipment. Vocal communication is required to perceive, express or exchange ideas by means of spoken word; hearing is required to perceive information at normal spoken word levels; and visual acuity to prepare and analyze written or computer data, equipment and reports. Work is performed both indoors in a temperature-controlled environment and also outdoors and includes the ability to hike up and down steep terrain.

SIGNATURES:

Incumbent	Date	Supervisor	Date
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The duties listed above are intended only as illustrations of the various types of activities, duties or responsibilities that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the position change.