



city of
**Marion
Ohio**

Affirmative Action Committee

Marion City Hall
233 West Center Street
Marion, Ohio 43302

Committee Members

Elder Shawn Jackson Vickie L. Taylor-Radebaugh
Pastor Tyrone Kaiser Charles W. Wright
Milly Stockdale Janell O'Neil, Secretary

August 5, 2014

Posted: August 6, 2014

TO WHOM IT MAY CONCERN:

The City of Marion has an immediate need to hire a person for the following position in the **Engineering Department**.

City Engineer - It is a full-time position. The job description is attached.

Please Note: - A Bachelor's Degree in Civil Engineering from a professionally recognized college or university. A Registered Professional Engineer (P.E.) License in the State of Ohio is required and at least five years experience preferred.

- A valid Ohio Driver's License without restrictions and is free from any requirement of High Risk Liability Insurance is required. Must not use any tobacco products.
- Passing of a Background Check, Physical Examination, Drug and Alcohol Tests are conditions of employment.

Application Opening Date/Time: Wednesday, August 6, 2014 at 8:00 am
Application Closing Date/Time: Friday, August 29, 2014 at 1:00 pm
Applications may be obtained from: Human Resources Office, 233 W. Center St., 3rd floor
 - OR - download from www.marionohio.us/employment

It is the policy of the City of Marion not to discriminate in the selection of candidates.

Janell O'Neil, Affirmative Action Secretary
City of Marion

Attachment

cc: Committee Members Safety Director Robbins City Hall - 3 Floors Police Department
 Support Data List (AA) Service Director Shoup City Garage WWTP
 Mayor Schertzer HRAA - O'Connor Fire Stations - 3

WHEN POSTING, PLEASE DISPLAY IN AN AREA ACCESSIBLE TO THE GENERAL PUBLIC.

AN EQUAL OPPORTUNITY EMPLOYER

CITY OF MARION, OHIO
Job Description

Job Title: CITY ENGINEER
Department: ENGINEERING
Reports To: SERVICE DIRECTOR
FLSA Status: EXEMPT
Prepared By: H. R.
Prepared Date: 7-3-08
Approved By:
Approved Date:

SUMMARY: Responsible to the Service Director for: professional direction of the Engineering Department; timely execution of projects; and proper design, construction/coordination of public works projects in accordance with applicable laws and regulations. Acts independently under general direction.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following and other duties as assigned:

Plans, designs, and directs civil engineering projects such as: roads, streets, airport runways, bridges, sewers, and treatment plants; writes the bid specifications and advertisements for construction and maintenance of such projects.

Analyzes reports, maps, drawings, blueprints, tests, and aerial photographs on soil composition, terrain, hydrological characteristics, and other topographical and geologic data to plan and design projects.

Calculates cost and feasibility of projects based on analysis of collected data; Originates and/or oversees preparation of contracts, engineering studies and reports; develops plans for long and short term public improvement programs.

Prepares or directs preparation and modification of reports, specifications, plans, construction schedules, environmental impact studies, and designs; supervises and assigns the work of office and field personnel, i.e. Assistant Engineer, Engineering Aide, Construction Inspectors, Clerk-Secretary and Zoning Inspector.

Inspects the work of consultants for compliance with contracts; inspects construction sites and assigns inspectors to monitor progress and ensure conformance to engineering plans, specifications, and construction and safety standards; may direct construction and maintenance activities.

Coordinates completion of projects with other City departments, private and public agencies.

Participates in writing of applications for and coordinates efforts to obtain Grants and Loans for public works projects; attends City Council and Council Committee meetings to assist the Administration by responding to inquiries pertaining to Engineering Department involvement in projects.

Investigates and responds to citizen complaints; monitors activities of Zoning Inspector to assure timely follow up of alleged violations, proper computer record keeping of inspections, etc.

Prepares annual department budget and monitors compliance with approved budget; oversees the handling of monies received for permits, tap in fees, etc.

SUPERVISORY RESPONSIBILITIES: Supervises one Assistant Engineer, who supervises department's support staff in the absence of the City Engineer. The City Engineer is responsible for the overall direction, coordination, and evaluation of the staff. Directly supervises several non-supervisory employees. Carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include: interviewing, hiring, training, planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.

Education and/or Experience: Bachelor's Degree (B.A.) in Civil Engineering from professionally recognized college or university with State of Ohio License as Registered Professional Civil Engineer required; and two years professional civil engineering experience preferred.

Language Skills: Ability to: read, analyze, and interpret the most complex documents; respond effectively to the most sensitive inquiries or complaints; write speeches and make effective and persuasive speeches and presentations on controversial or complex topics to supervisors, City Council, public groups, and others.

Mathematical Skills: Ability to: apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations; mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation of techniques, sampling theory, and factor analysis.

Reasoning Ability: Ability to: define problems, collect data, establish facts, and draw valid conclusions; interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills: Should have knowledge of and skill in the use of the Internet, Database, Design, Development, Project Management, Spreadsheet and Word software.

Certificates, Licenses, Registrations: Must possess license issued by the State of Ohio to practice as a REGISTERED PROFESSIONAL CIVIL ENGINEER. Valid State of Ohio Driver's License required.

Other Skills and Abilities: Comprehensive knowledge of: the principles/practices of Civil engineering; land and engineering survey systems, methods and techniques; construction materials and approved standards of safety. Excellent skill in: the use of civil engineering instruments and equipment, surveying, project design, urban planning, traffic engineering, drafting, sanitary sewer design and storm water management. Ability to: plan projects and prepare related designs, estimates and specifications; perform difficult engineering computations; make comprehensive recommendations on engineering problems; plan, lay out and direct the work of personnel.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is: regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear; frequently required to stand; walk; sit and smell; occasionally required to climb or balance and stoop, kneel, crouch, or crawl; frequently lifts and/or moves up to 50 pounds. Specific vision abilities include close, distance, color and peripheral vision; depth perception and ability to adjust focus. The supervision of employees and inspection or surveying of work sites requires the ability to traverse various terrains on foot.

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

The employee is frequently exposed to moving mechanical parts and outside weather conditions; occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock or vibration. The noise level is usually quiet to moderate.