

PART-TIME CITY ENGINEER ENGINEERING DEPARTMENT

CLASSIFICATION

Title:	Part-time City Engineer	Civil Service Status:	Unclassified/Supervisory
Department:	Engineering	FLSA:	Non-Exempt
Bargaining Unit:	N/A	Bargaining Unit Approval:	N/A
Immediate Supervisor:	Mayor	Positions Supervised:	

Description

Under administrative direction, performs professional engineering duties; designing, planning, and supervising of City engineering work requiring a high degree of professional engineering skill; and performs related work as required.

Job Duties

- Provides general supervision of office and field work and assigns work.
- Establishes criteria for planning, design, and construction of public work improvements, including 5-year capital improvement plan.
- Coordinates all public and private projects, prepare and complete professional investigations.
- Assists with budgeting, planning, and rate studies.
- Suggest and comment on engineering related issues, ordinance modifications and public works design standards and construction specification modifications.
- Assist with GPS/GIS data gathering and information compilation relating to existing infrastructure.
- Consult with City staff to review or complete federal, state or county permits, applications, or agency notification.
- Prepare and review annual reports to Ohio EPA regarding NPDES permit (MS4).
- Consult with City staff, organizations, and funding agencies to help develop competitive and complete grant applications or funding proposals.
- Act as the City's representative with other state, federal or local governmental agencies.
- Serve as the City's representative during the review, plan approval, construction management, and project closeout phases of any development or planning project prepared by other engineers and submitted to the City for approval. This includes land development projects such as subdivisions or site-specific developments.
- Review preliminary engineering design drawings and design calculations for general conformance with State, County, and City requirements and sound engineering practices, including best practices.
- Review submitted construction plans prepared by other professionals for acceptance.

- Attend pre-application, construction, Planning Commission, Building Board of Appeals, City Council or other meetings as requested by the City, prepares legislation for council meetings.
- Provide detailed design, approves estimates, and construction specifications for successful bidding and construction coordination of City infrastructure, capital improvements and maintenance projects.
- Provide various construction services for selected City public works construction projects; e.g. project management, engineering design, pre-qualification, preparation of bid documents, solicitation, procurement, contract administration, construction observation and coordinate material and density testing services. Verify general conformance with City approved construction plans and specifications.
- Perform final construction observations and prepare punch lists for completion of private developments and for City of Massillon projects, including review of as-built drawings, testing results, as-built certification, project closeout and initiation of the required construction warranty period.
- Perform engineering services pertaining to public records, property acquisitions, condemnations, forfeiture activities, public improvements and improvement districts, public rights of ways, easements, code enforcement, and matters relating to special assessments and public utilities.
- Manage the City's Right of Way, Comprehensive Storm Water, and Sanitary Sewer Ordinances.
- Interprets applicable codes, Issues policy guidelines relative to issuance of permits, establishes regulations and policies for the department.
- Exercise good judgement in evaluating situations and making decisions, resolves concerns between contractors, and inspectors, property owners, and architects.
- Perform additional basic engineering and special services, as requested by the City.

Experience / Education Required

In addition to the following, candidates for hire must successfully complete a pre-employment background check and drug test prior to appointment:

- Possess a license to practice as a Registered Professional Engineer in the State of Ohio.
- Possess a bachelor's degree is required.
- Ten + years' experience in Civil Engineering or Municipal Engineering.
- Solid background in stormwater and/or stormwater certification is a plus.
- Must possess a valid Driver's License.

This position will report to the Mayor.
 Expected 20 to 30 hrs. per week.
 Salary commensurate with experience.

To Apply

To be considered, please submit an updated resume to jdestefanis@massillonohio.gov