



The City of Bryan, Ohio is seeking a knowledgeable, motivated, and forward-thinking City Engineer to lead and manage the City's engineering functions. This is an exciting opportunity to oversee a variety of public infrastructure projects that directly impact our community, including streets, utilities, capital improvement projects, and development review.

The City Engineer works closely with City departments, elected officials, developers, consultants, and the public to ensure the safe, efficient, and sustainable planning, design, construction, and maintenance of the City's infrastructure. The successful candidate will be a collaborative leader with strong technical expertise, sound judgment, and excellent communication skills.

POSITION DESCRIPTION
An Equal Opportunity Employer

Position:	City Engineer	Job Code:	
Dept./Div.:	Engineering Dept.	FLSA Status:	
Reports to:		Civil Service Status:	
Subject to Recall:		Employment Status:	
EEO Status:		DOT/O*Net Code:	
Employee Name:		Normal Work Hours:	7:30AM to 4:00PM

GENERAL DESCRIPTION:

Directs, coordinates, and exercises functional authority for planning, organization, control, integration, and completion of engineering projects of the City's capital improvements and public facilities.

POSITIONS DIRECTLY SUPERVISED:

Engineering Department employees.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

- % Personal computer, including word processing, spreadsheets, database and computer aided-design software; standard drafting tools; surveying equipment; traffic counting equipment; motor vehicle; bucket truck; plow truck; phone; mobile radio

JOB DESCRIPTION AND WORKER CHARACTERISTICS:



JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- 25% Plans and formulates engineering program and organizes project staff according to project requirements. Assigns project personnel to specific phases or aspects of project such as technical studies and preparation of specifications and technical plans. Plans and supervises design of Capital Improvement projects; directs staff as to project related surveys and drafting work required for projects; assists survey crew; assists in operating survey equipment including theodolite, distance meter, level, and GPS Equipment etc.
- 5% Reviews design for compliance with engineering principles and customer contract requirements, and related specifications and shall be fluent in AutoCAD and GIS data collection and operations.
- 10% Coordinates activities concerned with technical developments, scheduling, and resolving engineering design and test problems.
- 5% Directs operations of inspector engaged in review of building plans; oversees inspection of buildings, houses, and enforcement of construction and minimum housing standards.
- 5% Prepares specifications and obtains bids for construction and maintenance projects; maintains engineering control over street, storm, and sanitary sewer improvements. Assumes responsibility for certifying the size and capacities and installation of the sewage system.
- 5% Pursues Federal, State and County grant funding for transportation and sewer projects.
- 5% Evaluates and approves design changes, specifications, and drawing releases.
- 5% Controls expenditures within limitations of project budget. Prepares surveys, estimates of quantity and estimates of cost for all projects.
- 5% Prepares interim and completion project reports. Makes special studies and reports on a variety of subjects and activities as basis for recommendations to Mayor and City Council.
- 10% Assists Street Commissioner with decisions on maintenance and capital improvements and works with other departments as needed. Also will help directly with construction/maintenance crews with installation and repairs of the Sewer and/or Street systems. Plows snow if needed.
- 5% Provides counsel to all departments on matters of engineering and surveying.



- 1% Titled as one of the City of Bryans Prevailing Wage Coordinators and Engineers Office handles all Prevailing Wage updates.
- 9% Titled as the “Director of Traffic Control” and is responsible for the programming, upkeep, maintenance, installation and all other such aspects of the Traffic Control System including all traffic lights. Operates bucket truck as needed to maintain traffic lights.
- 5% Answers technical questions and provides information to the public.

OTHER DUTIES AND RESPONSIBILITIES:

- % Performs any other task assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: *office practices and procedures; software for word processing and spreadsheet applications; comprehensive knowledge of the principles and practices of civil engineering as applied to the development and construction of capital improvement and public works projects; mechanical and structural building practices as applied to construction and inspection of houses, apartments, and commercial and industrial buildings; extensive knowledge of city building, plumbing, electrical, housing, and zoning ordinances. Must have extensive knowledge of civil engineering and engineering survey and design; working knowledge of drafting, thorough knowledge of public works construction; working knowledge of computer applications to engineering.

Skill in: operating office machines and equipment.

Ability to: read, analyze, and interpret professional journals, technical procedures, or governmental regulations; write reports and procedure manuals; effectively present information and respond to questions from managers, clients, customers, and the general public; develop long-term plans and to evaluate work accomplishments; perform difficult engineering computations and to make comprehensive recommendations to engineering problems; maintain cooperative working relationships with other city officials and the general public; work with mathematical concepts such as probability and statistical interference, and the fundamentals of plane and solid geometry and trigonometry; apply concepts such as fractions, percentages, ratios, and proportions to practical situations.



QUALIFICATIONS: An example of acceptable qualifications:

Bachelor's degree (B.S.) in Civil Engineering and four (4) years experience or training post licensure.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Civil Professional Engineer in state of Ohio; valid Ohio Driver's license.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Facility and Work Area:

Physical and Environmental Characteristics: Employee occasionally required to stand, walk, and sit. Vision abilities required by this job include the ability to adjust focus.

The employee: is occasionally required to sit and use hands to finger, handle, or feel objects, tools, or controls.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed my position description, and that I understand the contents of the position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)