

POSITION TITLE: CITY ENGINEER
DEPARTMENT: PUBLIC WORKS
DIVISION: ENGINEERING

**CITY OF
BOWLING GREEN**

REPORTING RELATIONSHIPS

Director, Public Works

POSITION REPORTS TO

DIRECT REPORTS BY TITLE: Civil Engineer; Surveyor; Project Inspectors (2);
Engineering Technicians (2)

DIRECT: 6 **INDIRECT:** 1

POSITION FUNCTION

This position is responsible for supervising activities of the Engineering Division staff as well as planning, design, review and project management of infrastructure improvements including paving, drainage, waterline and sanitary sewers.

JOB RESPONSIBILITIES

- Reviews plans of subdivisions and other public improvements
- Oversees planning and design of public works projects
- Manages public works projects
- Listens and responds to City citizen problems
- Consults with administrative staff
- Supervises project inspection
- Performs other related duties as assigned.

PHYSICAL REQUIREMENTS

Job requires incumbent to sit, talk/hear and use hands to finger, handle or feel. Must be able to focus clearly at 20 inches or less.

REQUIRED SKILL SETS***Occupational/Technical Skills***

Knowledge of Civil Engineering Principles

Ability to use spreadsheet, database, word processing and selected job-specific software

Ability to use scientific calculator and Engineer's scale

Must maintain a valid Ohio Driver's License and have the ability to drive

Administrative Skills

Ability to plan, organize, assign and direct work of staff

Ability to adequately allocate resources to meet objectives

Ability to effectively coordinate activities of others to meet objectives

Ability to handle multiple priorities and projects

Ability to use a computer terminal to accurately and rapidly enter and retrieve data and information

Cognitive Skills

Ability to interpret a variety of technical information with abstract and/or concrete variables

Ability to identify problems, recognizing symptoms, causes and alternative solutions

Knowledge of methods and techniques of research

Ability to interpret professional periodicals and journals, technical procedures, and government regulations

Ability to interpret complicated policies, procedures and protocols

Ability to perform engineering calculations

Knowledge of basic budgetary principles and practices

Ability to encourage the creativity of subordinates

Ability to create and readily draw on a large pool of diverse sources of information

Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities

Communications Skills

Ability to speak effectively one-to-one

Ability to speak effectively before groups and to respond to questions

Ability to demonstrate attention to and convey understanding of the comments or questions of others

Ability to prepare clear and concise reports, correspondence and other written materials

Ability to prepare analyses, policies and/or budgets

Ability to develop complex reports and position papers

Interpersonal Skills

Ability to develop and maintain smooth, cooperative working relationships with peers, subordinates, and superiors

Ability to deal courteously and diplomatically with the general public

Interpersonal skills necessary to provide effective leadership to subordinate personnel and to develop cooperative working relationships with employees, senior management, elected officials, and vendors

Ability to bring conflict or dissent into the open and use it productively to enhance the quality of decisions

Leadership Skills

Knowledge of administration and supervision of staff and activities

Ability to plan, conduct, and participate in meetings in which the collective resources of the group members are used efficiently

Ability to establish effective controls, ensuring that employees have necessary resources and authority

Ability to monitor progress and exercise control

Ability to select and evaluate employees

Ability to provide performance feedback

Ability to facilitate professional growth

DESCRIPTION OF WORKING CONDITIONS

Work is typically performed in an office setting and is subject to moderate contact with City citizens and the general public as well as pressure from deadlines.

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS

Incumbent must be registered as a Professional Engineer; five to seven years of relevant experience; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job, and must have a current Ohio Driver's License.

The requirements listed 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. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.

Completed by Resource Management Strategies, Inc. (RMS) on July 3, 1999. This position Description is based on a Position Analysis Questionnaire (PAQ) completed by the incumbent.