

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

**CITY OF
 BOWLING GREEN**

REPORTING RELATIONSHIPS

City Engineer

POSITION REPORTS TO

DIRECT: 5 **INDIRECT: 1**

DIRECT REPORTS BY TITLE:

In absence of City Engineer: Surveyor; Project Inspectors (2); Engineering Technicians (2)

POSITION FUNCTION

This position assists the City Engineer by supervising activities of the Engineering Division staff as well as planning, design, review, and project management of infrastructure improvements including transportation, 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	
<p><i>Occupational/Technical Skills</i></p> <ul style="list-style-type: none"> 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 <p><i>Administrative Skills</i></p> <ul style="list-style-type: none"> Ability to plan, organize, assign and direct work of staff Ability to adequate 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 <p><i>Cognitive Skills</i></p> <ul style="list-style-type: none"> 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 	<p><i>Communications Skills</i></p> <ul style="list-style-type: none"> 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 <p><i>Interpersonal Skills</i></p> <ul style="list-style-type: none"> 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 <p><i>Leadership Skills</i></p> <ul style="list-style-type: none"> 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
<p>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.</p>

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS
<p>It is preferred that the incumbent be registered as a Professional Engineer; minimum of five 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.</p>

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.