



CITY OF PATASKALA

POSITION DESCRIPTION

POSITION TITLE:	Assistant City Engineer
STARTING ANNUAL SALARY:	\$63,800.00 per year
DEPARTMENT:	Public Service
POSITION REPORTS TO:	Public Service Director
NUMBER OF OPENINGS:	One (1)
FLSA STATUS:	Exempt
CIVIL SERVICE STATUS :	Unclassified

JOB DESCRIPTION:

General Purpose of Position

- Under the direction of the Public Service Director, oversees engineering related functions including development, programming, design, and construction management of public improvements and construction projects.
- Assists the Public Service Director with various engineering, public relations, and operational tasks as needed.

ESSENTIAL FUNCTIONS:

Assistant City Engineer Functions

- Assists with creation and implementation of City standards, policies, and regulations.
- Reviews and assists in resolving systems and operational problems.
- Provides recommendations for solutions and analyses of alternatives in development of construction and CIP plans.
- Reviews construction plans for compliance with City requirements.
- Management and inspection of construction, maintenance and repair projects.
- Meets with architects, engineers, vendors, and property owners.
- Implementation and oversight of right-of-way utility management program.

Coordination

- Ability to establish and maintain effective working relationships to coordinate with other City departments for plan reviews, enforcement of regulations, and management of development and CIP projects.
- Ability to communicate and coordinate with the public, state and local government officials, other city officials, various city board and commission members, contractors, and developers in an effective, tactful, and courteous manner.
- Attends Committee meetings and other City events as required.

Purchasing

- Assists with financial management of the department and in preparation of annual department budget.
- Ascertains the amounts of materials, supplies, and labor needed for estimation and implementation of contract work.
- Complete requisitions for contract work and other items as directed.

Public Relations

- Assists residents by providing information related to their questions or concerns regarding capital improvement projects, city infrastructure, private development and right-of-way work and recommends corrective action when warranted.
- Makes presentations before community groups as requested.

Planning

- Develops capital improvement planning documents.
- Prepares bid specifications for projects and reviews bids.
- Coordinates with department staff, consultants, and vendors in development and implementation of the City's GIS system.

Other Duties

- Other related duties as required or assigned.

MINIMUM REQUIREMENTS FOR ENTRY TO POSITION

TRAINING AND EXPERIENCE

- Bachelor of Science in Civil Engineering from an accredited college or university.
- Licensed as a Professional Engineer in State of Ohio preferred.
- (3) years relevant experience preferred.
- Must have excellent oral and written communication skills.
- Must have ability to prepare reports.
- Must demonstrate interpersonal skills and ability to interact with residents effectively.

- Must have ability to establish and maintain relationships with elected and other City officials, fellow city employees and the general public.
- Must have a general working knowledge of computers and software such as Word, Outlook, Excel and PowerPoint.
- Must have adept organizational and filing skills.

SPECIAL REQUIREMENTS

- Knowledge of ArcGIS preferred.
- Must be available to work during other than normal business hours on occasion for meetings, projects, etc.
- Will be required to carry a city cell phone.

PHYSICAL REQUIREMENTS NOT OBVIOUS FROM ESSENTIAL FUNCTIONS

- None

Approved by City of Pataskala Personnel Board of Review – February 28, 2022

All resumes will be reviewed and considered for qualifications. The City of Pataskala reserves the right to determine if an applicant meets the essential qualifications of the position.

Posted: May 26, 2022

The City of Pataskala is an equal opportunity employer