

ASSISTANT CITY ENGINEER

Under the general supervision of the City Engineer, the Assistant City Engineer is responsible for providing capital improvement project supervision, coordination, and engineering support to the staff of the Engineering Department and of various other City departments.

Duties and Responsibilities:

Assists various City departments with project tasks including the establishment of project scope, critical path, engineering consultant selection, consultant task management, detail plan review, technical specification and bid document preparation, bidding, and contract award, construction management and inspection, public involvement process and project close-out.

Prepares preliminary engineering project cost estimates and monitors construction project account funding.

Coordinates and maintains weekly City project coordination meetings with various City departments and associated staff to provide assistance and direction towards the successful completion of all capital projects.

Coordinates necessary meetings between various departments, committees, task force, citizen action groups, and all other parties directly involved or indirectly effected by proposed project activities.

Advises the City Council and Public Works on project issues and attends respective meetings as requested by the City Engineer.

Works with State, County, and other local government agencies involved in project development, engineering, and funding issues.

Provides general supervision to Engineering Department's engineers, project managers, technicians, and construction inspectors involved in capital improvement projects (e.g., schedules and assigns tasks; interviews job applicants; recommends the hiring of job applicants; recommends discipline; recommends pay assignments; evaluates performance; receives and adjusts grievances or employee complaints; approves and recommends the approval of leave requests; attends or participates in meetings in which policy questions are reviewed or discussed; develops and implements policy; recommends policy changes; participates in personnel or labor relations activities; has access to other employees' personnel files; has access to financial data used in monitoring department revenue/income).

Regularly updates and informs City Engineer of project status through meetings, project schedules, and funding status reports.

Submits yearly Engineering Department budget proposals for office operations, staffing needs, and capital project funding requirements.

Develops, establishes, and updates design criteria, standard construction drawings, construction specifications and policies and makes improvements to standardized bid and contract documents.

Develops, organizes, and maintains a public project filing system containing all project plans, studies, construction documents and related materials.

Required Knowledge, Skills and Abilities:

Principals and practices of civil engineering.

Traffic analysis, roadway design, surveying procedures, and familiarity with the regulations and practices governing water distribution, sanitary sewer collection and stormwater management, and other aspects of municipal civil engineering.

Supervisory skills, employee relations, and training methods.

Environmental law pertaining to infrastructure development.

Skill in:

Construction contract administration and documentation, construction management, practices, methods, and procedures including materials properties and equipment capabilities.

Providing necessary effective leadership to subordinate personnel and developing cooperative working relationships with employees, management, and vendors.

Using computer software such as Microsoft Office Applications.

Ability to:

Review and analyze detailed engineering plans, technical specifications, and calculations to determine compliance with all applicable City construction standards, design criteria, codes, regulations, ordinances, and policies.

Research and assemble technical data to prepare meaningful, concise, and accurate reports and presentations.

Effectively analyze unforeseen conditions, conflicts, situations, and construction problems and determine sound acceptable solutions and necessary action to be implemented to resolve such situations.

Effectively plan, organize, schedule, and prioritize work assignments and tasks of various department personnel.

Communicate skills in order to effectively interact with peers, supervisors, other agencies, property owners, contractors, consultants, and the general public in a tactful, courteous and professional manner.

Job Setting:

The duties of this position will be performed throughout the City of Mount Vernon. The incumbent may encounter any type of environmental conditions: hot, cold, damp, inside, outside, underground, wet, humid, dry, noisy, dirty, greasy, air-conditioned, sudden temperature changes, etc. The incumbent will be expected to work alone, around others, under stress, under minimal supervision, and under deadlines.

Minimum Acceptable Qualifications:

4-year degree from an accredited college or university in Civil Engineering or a related field and passage of the Fundamentals of Engineering exam.

Ten (10) or more years of related experience and/or training, including supervisory experience.

Possession of valid registration as a Professional Engineer (P.E.) in the State of Ohio.

Experience in supervising engineering staff, technicians, or surveyors.

Possession of valid State of Ohio Driver's License and ability to maintain insurability under the City's vehicle insurance policy.

Preferred/Additional Qualifications:

Professional Engineer license; Professional Surveyor license or passage of the Fundamentals of Surveying exam.

BENEFITS:

The City of Mount Vernon permanent, full-time employees and their eligible dependents become eligible for comprehensive health benefits on the first day of the month following 30 days of employment. Health benefits include hospitalization, outpatient services, prescription coverage, dental coverage, and group life insurance.

Time off benefits includes paid vacation (88 hours after 1 year), paid holidays, 24 hours of personal time, and paid sick leave.

Ohio Public Employee Deferred Compensation Program

Ohio Public Employee Retirement System