

CITY OF MIDDLETOWN

Position Description

Date: 6/20/17

Position Title: **Engineer**
Department/Division: Public Works and Utilities
Reports To: City Engineer
Classified or Unclassified: Classified (Exceptional Appointment)
Exempt or Non-exempt: Non-exempt
Union or Non-union: Non-Union
Salary Range: 180
Civil Service Approval:

Position Summary

An entry level engineer position responsible for ensuring that public works projects are constructed according to project standards and specifications.

Position Qualifications

1. Graduation from a four-year, accredited college or university with a Bachelor's Degree in Civil Engineering.
 - a. Fundamental knowledge of the principles and practices of civil engineering as applied to construction of public works projects.
 - b. Ability to read and interpret drawings; ability to prepare technical reports and effectively communicate information to the general public.

Duties and Responsibilities (For Performance Appraisal)

1. Prepare and review engineering plans and specifications for various construction projects including establishing construction methods and providing cost estimates.
2. Assist in project management for the construction of public works projects including coordination with various federal, state, and regional agencies.
3. Assist in design of basic public works improvements, both new and rehabilitative in nature, utilizing engineering concepts, principles, and practices.
4. Assist in the review of private project development plans for compliance with sound engineering practices and established codes, regulations, and standards, adequacy of applications for permits, and compliance with approved plans.
5. Perform a variety of field work including surveying, field data collection, and inspection assignments; inspects work sites during all phases of construction project.
6. Perform related work as required.

CITY OF MIDDLETOWN

Position Description

Date: 6/20/17

Position Title: **Senior Engineer**
Department/Division: Public Works & Utilities / Engineering
Reports To: City Engineer
Classified or Unclassified: Unclassified
Exempt or Non-exempt: Exempt
Union or Non-union: Non-Union
Salary Range: 176
Civil Service Approval: N/A

Position Summary

A licensed engineer position responsible for ensuring that public works projects are constructed according to project standards and specifications. Position includes supervisory work relating to public works projects.

Position Qualifications

1. Graduation from a four-year, accredited college or university with a Bachelor's Degree in Civil Engineering.
 - a. Considerable knowledge of the principles and practices of civil engineering as applied to construction of public works projects.
 - b. Ability to read and interpret drawings; ability to prepare technical reports and effectively communicate information to employees, consultants, contractors and the general public.
 - c. Ability to prepare and present technical information, both written and oral.
2. A professional engineer's license in the State of Ohio or equivalent certification and a minimum of 5 years experience in engineering.

Duties and Responsibilities (For Performance Appraisal)

1. Prepare and review engineering plans and specifications for various construction projects including establishing construction methods and providing cost estimates.

Position Description

Senior Engineer

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2. Representative of the City on various boards, committees, and advisory groups.
3. Provide project management for the construction of public works projects including inspection. Provide coordination with various federal, state, and regional agencies.
4. Design basic public works improvements, both new and rehabilitative in nature, utilizing engineering concepts, principles, and practices.
5. Review of private project development plans for compliance with sound engineering practices and established codes, regulations, and standards, adequacy of applications for permits, and compliance with approved plans.
6. Recommend policies and procedures, and program goals and objectives for engineering related activities.
7. Prepare and review technical reports and correspondence.
8. Review and approve utility requests submitted by outside agencies.
9. Perform a variety of field work data collection, and inspection assignments; inspects work sites during all phases of construction project.
10. Respond to questions, requests, and complaints from the general public, staff, businesses and the community.