



JOB POSTING: CITY ENGINEER
City of Portsmouth - Engineering Department
728 2nd Street, Room 25
Portsmouth, OH 45662
740-354-7557

About this Job

Salary \$63K - \$70K Annually
Job Type Full Time
Department Engineering

Location Portsmouth, Ohio
Exemption Non-exempt
Deadline Continuous Posting

Job Description

This advanced level class requires thorough knowledge of engineering planning and construction practices. This position will be the director of the Engineering Department overseeing the building department and code enforcement personnel. This position will report directly to the City Manager. (Full job description is attached).

Working Hours

Monday – Friday, 8:00 am to 4:00 pm with a working lunch.

Job Duties/Responsibilities

- Plans public improvement projects regarding transportation, traffic, and utilities.
- Coordinates with consultants and state officials for construction projects.
- Assists other departments on problem solving solutions.
- Makes recommendations to the City Manager and City Council for awarding construction projects.
- Makes recommendations to the City Manager and City Council for resolutions and ordinance amendments.
- Member of the City Planning Commission.
- Enforces the zoning code and floodplain development regulations.
- Approves purchase orders and maintains fiscal responsibility of the engineering department budget.

Minimum Qualifications

- Bachelor's Degree in Civil Engineering
- Professional Engineer in the State of Ohio
- Valid driver's license

Preferred Qualifications

- 5+ years working in the public sector or has worked with public agencies as a consultant.
- Surveying experience is a plus.

Benefits

Full time city employees are offered a wide variety of benefits through the AFSCME Care Plan including, medical, vision, dental and life insurance plans. Deferred compensation plans are also offered. Company vehicle is available during business hours. City picks up entire 24% of pension pick-up.

**CITY OF PORTSMOUTH
JOB DESCRIPTION**

**CLASSIFICATION SERIES: MISCELLANEOUS
JOB TITLE: CITY ENGINEER**

GENERAL STATEMENT OF DUTIES

The City Engineer supervises the Engineering Department of the City of Portsmouth in the investigation, design, maintenance, and construction of public works projects. This is professional engineering work of substantially difficult caliber requiring thorough familiarity with engineering and surveying principles. The exercise of technical judgement on numerous important details and the selection of sound engineering procedures to be followed. Supervision is exercised over all employees of the Engineering Department.

ILLUSTRATIVE EXAMPLES OF WORK

Establishes criteria for design and construction of public works projects such as streets, bridges, water lines, sewers, and the fire alarm system. Assigns work to and exercises general supervision over office and field personnel in order to effectively utilize their services. Coordinates projects with work of other City departments and other private and public agencies. Assigns inspectors to the various departments and other private and public agencies. Assigns inspectors to the various projects to utilize special talent inherent in the individual and to insure adequate coverage of all contracted projects. Supervises work of Flood Control Superintendent. Oversees maintenance of all City owned buildings. Investigates citizens' complaints and makes recommendations to correct the problems. Supervises special engineering studies. Prepares specifications and obtains bids for construction and maintenance projects. Attends bid openings, reviews bids, and makes bid recommendations. Supervises expenditures of all money appropriated for the Engineering Department. Acts as Secretary of the Planning Commission.

DESIREABLE KNOWLEDGE, SKILLS AND ABILITIES

Comprehensive knowledge of the principles and practices of civil engineering as applied to the development and construction of public works projects. Ability to plan, lay out and direct the work of subordinates. Ability to perform difficult engineering computation and to make comprehensive recommendations to solve engineering problems. Ability to maintain effective working relationships with others. Skill in the use of civil engineering instruments and equipment. Ability to express oneself clearly and concisely, orally and in writing. Good professional engineering judgment.

DESIREABLE EXPERIENCE AND TRAINING UPON APPLICATION

Considerable professional engineering experience. Graduation from a college or university of recognized standing with major work in Civil Engineering. Must possess a license to practice as a registered professional engineer issued by the State of Ohio.

OTHER DUTIES AS ASSIGNED

The job description which appears above is intended to be sufficient merely to identify the job and be illustrative of the kinds of duties that may be assigned to employees assigned to the position and should not be interpreted to describe all the duties, performance of which may be required of employees holding this position.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties of this job. While performing the duties of this job the employee is frequently required to sit and occasionally is required to walk; talk or hear and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties of this job. While performing the duties of this job the employee occasionally works in wet, humid conditions (non-weather). The noise level in the work environment is usually quiet.