

# City of Beavercreek

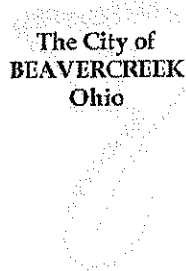
An Equal Opportunity Employer

**Position Title: ASSISTANT CITY ENGINEER**

**Department: PUBLIC ADMINISTRATIVE SERVICES DEPARTMENT**

**Employment Status: Full-time**

**FLSA Status: Exempt**



**GENERAL NATURE OF WORK:** This is responsible administrative and technical work in the planning and coordinating activities of the Engineering Division of the Public Administrative Services Department. An employee in this class is responsible for the performance of a variety of engineering functions in the planning, development, and construction of projects in the City. Duties are performed under the limited direction of the City Engineer.

**EQUIPMENT & JOB LOCATION:** This position requires general knowledge of office equipment, including: personal computer, telephone, and automobile. The primary work site is the Beavercreek City Hall. Field inspections and site visits may be required throughout the City.

### **ESSENTIAL FUNCTIONS – EXAMPLES OF DUTIES:**

*Any one position may not include all of the duties listed nor do the listed examples include all duties which may be found in all positions in this class.*

- Conducts plan reviews for conformance to accepted engineering standards.
- Manages consultant contracts.
- Prepares construction drawings.
- Prepares bid packages and specifications.
- Reviews subdivision plans.
- Manages construction projects.
- Assists other City departments as directed by the City Engineer.
- Follows safety practices and policies on a daily basis.
- Apprises City Engineer of their assignment status.
- Must be a self starter.
- Demonstrates regular and predictable attendance.

### **ADDITIONAL EXAMPLES OF WORK PERFORMED:**

- Prepares for and attends public meetings.
- Coordinates and interacts with other public agencies.
- Completes special projects as assigned.
- Performs other duties as assigned.

### **DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:**

- Comprehensive knowledge of city, state, and federal design standards and policies for public works projects.
- General knowledge of computer systems and other office equipment.
- General knowledge of the occupational hazards and corresponding safety precautions necessary for the safe performance of assigned duties.
- Ability to establish and maintain effective working relationships with city officials, fellow employees, other city employees, and the general public.
- Ability to plan, schedule, and coordinate the work and operations of the Engineering Division.

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- Good written and oral communication skills.
- Ability to work under the limited direction of the City Engineer.

**DESIRABLE TRAINING AND EXPERIENCE:**

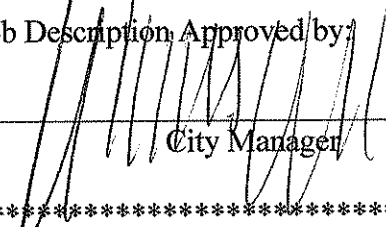
- Graduation from an accredited college or university with a baccalaureate degree in civil engineering or other related field; supplemented by progressively responsible experience in public works management; or any combination of training or experience which provides the necessary knowledge, skills, and abilities.

**NECESSARY SPECIAL REQUIREMENTS:**

- Possession of, or ability to obtain promptly, a valid Ohio Driver's License.
- Professional Engineer's License in the State of Ohio or the ability to obtain an Ohio Professional Engineer's License within twelve (12) months from the date of hire.
- Ability to work other than normal working hours as necessary.
- Must be in good physical condition, i.e. ability to pass all required physical exams and drug testing as required by the State of Ohio and/or the City of Beavercreek.

\*\*\*\*\*

Job Description Approved by:

  
 \_\_\_\_\_  
 City Manager

  
 \_\_\_\_\_  
 Date

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**This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.**

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)