

# CITY OF MARIETTA

An Equal Opportunity Employer

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## CLASSIFICATION SPECIFICATION

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|---------------------|-------------------------|------------------------------|-----------------------|
| <b>Class Title:</b> | Assistant City Engineer | <b>Class Number:</b>         |                       |
| <b>Dept./Div.:</b>  | Public Service          | <b>Civil Service Status:</b> | Unclassified          |
| <b>Reports to:</b>  | City Engineer           | <b>FLSA Status:</b>          | Exempt - Professional |

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### **JOB RESPONSIBILITIES:**

Under the direction of the City Engineer/Public Service Director, perform engineering work related to transportation engineering, commercial and residential development, construction of public works and related projects, and act as project manager for major engineering design projects. Provide assistance in long term planning, budget preparation, public relations, and contract management. The classification also provides technical support to other city departments, and performs the duties of the City Engineer in his or her absence.

### **QUALIFICATIONS:**

Bachelor's degree from an accredited four-year college or university in Civil Engineering, or a related field; minimum of four (4) years' related experience in transportation engineering or water resource engineering, commercial and residential project planning, project management, proficiency in AutoCAD, and at least two (2) years of federal, state or local government administration; or any combination of training, education, or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of the position.

### **ESSENTIAL FUNCTIONS:**

1. Manages and/or oversees design, public involvement, environmental, right of way, utility, bidding, construction, inspection, and close out phases of major capital improvement projects; prepares contracts, specifications, and legal notices for receiving bids and awarding contracts; prepares and evaluates RFQ process for consultant selection; administers consultant contracts; coordinates the schedule and progress of consultant's work including preliminary approval of invoices.
2. Serve as project manager for assigned complex and major engineering projects.
3. Leads the engineering team in plan review & approval processes of private commercial development & residential regulation compliance; assists other Departments within the City.
4. Direct Supervisor of Engineering Coordinators, Electrical Superintendent, or other section managers as required.
5. Prepare and review traffic studies and surveys, make recommendations for traffic control devices (per the OMUTCD) and traffic calming.
6. Technical expert to manage planning, design, permitting, and construction phase services on all water related projects.
7. Investigates resident requests for service (e.g., performs technical research; drafts written responses and provides telephone responses concerning transportation infrastructure, sewer and water, drainage, and other engineering-related issues).

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Developed by:

Date Adopted: \_\_\_\_\_

Marietta Human Resource Officer  
Marietta, Ohio 45750

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8. Serves as City Engineer in his or her absence; prepares and presents reports to the City Engineer, Mayor, City Council, and Board of Zoning & Planning, assists with budget preparation; updates policies, procedures, and construction and engineering standards; researches, seeks, and administers grants.
9. Maintains licenses and certifications as required, if any.
10. Demonstrates regular and predictable attendance.
11. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

### **OTHER DUTIES AND RESPONSIBILITIES:**

12. Performs other duties as required by the City Engineer and/or Director of Public Safety and Service.

### **LICENSURE OR CERTIFICATION REQUIREMENTS:**

Engineering Intern registration required; valid State of Ohio Driver's License and the ability to maintain insurability under the City's vehicle insurance policy.

Professional Engineer License (required to be obtained within one (1) year of date of hire) desired; Professional Traffic Operations Engineer, PTOE, desired.

### **KNOWLEDGE, SKILLS, AND ABILITIES: (\* indicates developed after employment).**

**Knowledge of:** \*City, Department, and Division goals and objectives; \*City, Department, and Division policies and procedures; \*personnel rules and regulations; workplace safety; budgeting; government structure and process; civil engineering; OEPA regulations; construction management; traffic engineering; surveying; mechanical diagrams; principles of HCM, OMUTCD, ODOT L&D, AASHTO "Green Book", OEPA "Green Book", etc.; public relations; supervisory principles and practices; manpower planning; employee training and development; project management; applicable computer software; local geographic area.

**Skill in:** computer operation; use of modern office equipment; motor vehicle operation; use of engineering tools/equipment; use of surveying tools/equipment.

**Ability to:** carry out detailed but basic written or oral instructions; interpret a variety of instructions in written, oral, picture, or schedule form; deal with problems involving several variables within familiar context; apply management principles to solve problems; exercise independent judgment and discretion; compile and prepare reports; train or instruct others; respond to routine inquiries from public and/or officials; prepare and deliver speeches and presentations; communicate effectively; understand a variety of written and/or verbal

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communications; develop and maintain effective working relationships; handle sensitive inquiries from and contacts with officials and general public; resolve complaints; travel to and gain access to work site.

**EQUIPMENT USED:** The following are examples only and are not intended to be all inclusive.

Personal computer, printer, copy machine, other standard business office equipment, motor vehicle, engineering hand/power tools/equipment, surveyor tools/equipment.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); is exposed to possible injury from unclean or unsanitary conditions; works with moving mechanical parts of equipment of machines; ascends scaffolds/ladders; works in or around crowds; occasionally lifts, pushes, pulls, or carries objects 25 lbs. or less.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light work.

**CITY VALUES:**

Incumbent must model the following established city values: Teamwork/Collaboration, Integrity, Service, Leadership, Communication, Growth, Professionalism & Ethics, and Fun.

**NOTICE:** The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. The City of Marietta reserves the right to amend, modify or otherwise change the provisions, wording, or any information included in the job description. Written notice shall be provided to the employee.

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Marietta Human Resource Officer  
Marietta, Ohio 45750