

THE CITY OF NAPOLEON, OHIO
SELECTION, HIRING, AND DOCUMENTATION MANUAL

FORM 1.05(B)
INTERNAL JOB POSTING/EMPLOYEE BID NOTICE

Date of Posting March 19, 2018

Vacant Job Title Staff Engineer/ Licensed Staff Enginee

Full-Time
 Regular
 Part-Time
 Permanent
 Part-Time
 Temporary
Per hour

Job Location 255 W. Riverview Ave

Compensation \$19.70 up to \$34.48

Nature of Job:

Please see attached Job Description

Qualifications:

Please see attached Job Description

APPLICATION METHOD AND DEADLINE: All employees interested in this position may pick up an employment bid form at 255 W Riverview Ave between 7:30 a.m. and 4:00 p.m., Monday through Friday, beginning March 19, 20 18. A properly completed bid form must be submitted at the same address by 4:00 p.m., April 13, 20 18 to be considered.

THE CITY OF NAPOLEON, OHIO
IS AN EQUAL OPPORTUNITY EMPLOYER

City of Napoleon

Staff Engineer

Department: Engineering
Reports To: City Engineer
FLSA Status: Hourly (Non-Exempt)
Civil Service: Classified (Non-Competitive)
Union: Non-Bargaining
Approved By: Monica Irelan, City Manager
Approved Date: October 26, 2016

SUMMARY

This position is hourly and primarily consists of office and field work that is directly related to the design of engineering projects. The work requires public contact and the exercise of engineering judgment. The employee in this class may work under close or general supervision depending upon the nature of the assignments. The work is checked in general manner by the City Engineer. The work is performed under the supervision of the City Engineer.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned as required.

- CAD design of City streets, sidewalks and utilities.
- Surveying in conjunction with the design of construction projects.
- Field inspection of construction projects.
- Preparation of specifications for City projects.
- Preparation of funding applications.
- Any other duties as assigned by the City Engineer.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without reasonable accommodation. The requirements listed below are representative of the knowledge, skill and/or ability required.

- Knowledge of the principles and practices of civil engineering as related to the preparation of plans and specification for a wide variety of public works projects.
- Knowledge of land and engineering survey systems, methods and techniques.
- Knowledge of constructions materials and of approved standards of safety as related to structural designs and specifications.
- Must be able to understand and carry out complex oral and written directions.

EDUCATION and/or EXPERIENCE

Graduation from an accredited engineering school of recognized standing with a Bachelor of Science in Civil Engineering (B.S.C.E.) Degree; or any equivalent combination of experience and training that provides the required knowledge, skills and abilities.

LANGUAGE SKILLS

- Must be fluent in both written and spoken English.

REASONING ABILITY

- Must be able to establish and maintain effective working relationships with employees and public.
- Must demonstrate character traits that would not be detrimental to the successful performance of the position.
- Must not have any felony convictions or dismissal from public service.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must possess a Fundamentals of Engineering (F.E.) or Engineer in Training (E.I.T.) certificate.
- Must possess a valid Ohio Driver's License.

PHYSICAL DEMANDS

- Must be able to lift up to 20 lbs.

WORK ENVIRONMENT

This job must be performed on-site, unless otherwise directed.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without reasonable accommodation and possess or have the qualifications listed. The requirements listed are representative of the knowledge, skill, and/or physical ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

City of Napoleon

Licensed Staff Engineer

Department: Engineering
Reports To: City Engineer
FLSA Status: Hourly (Non-Exempt)
Civil Service: Classified (Non-Competitive)
Union: Non-Bargaining
Approved By: Chad E. Lulfs, Acting City Manager
Approved Date: December 14, 2016

SUMMARY

This position is hourly and primarily consists of office and field work that is directly related to the design of engineering projects. The work requires public contact and the exercise of engineering judgment. The employee in this class may work under close or general supervision depending upon the nature of the assignments. The work is checked in general manner by the City Engineer. The work is performed under the supervision of the City Engineer.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned as required.

- CAD design of City streets, sidewalks and utilities.
- Surveying in conjunction with the design of construction projects.
- Field inspection of construction projects.
- Preparation of specifications for City projects.
- Preparation of funding applications.
- Any other duties as assigned by the City Engineer.

QUALIFICATIONS

- Knowledge of the principles and practices of civil engineering as related to the preparation of plans and specification for a wide variety of public works projects.
- Knowledge of land and engineering survey systems, methods and techniques.
- Knowledge of constructions materials and of approved standards of safety as related to structural designs and specifications.

EDUCATION and/or EXPERIENCE

- Graduation from an accredited engineering school of recognized standing with a Bachelor of Science in Civil Engineering (B.S.C.E.) Degree; or any equivalent combination of experience and training that provides the required knowledge, skills and abilities.
- A Professional Engineer (P.E.) license is required.

LANGUAGE SKILLS

Must be fluent in both written and spoken English.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must possess a Professional Engineer (P.E.) license. Must possess a valid Ohio Driver's License.

CHARACTER and FITNESS

- Must demonstrate character traits that would not be detrimental to the successful performance of the position.
- Not to have any felony convictions or dismissal from public service.

PHYSICAL DEMANDS

- Must be able to lift up to 20 lbs.

WORK ENVIRONMENT

This job must be performed on-site, unless otherwise directed.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without reasonable accommodation and possess or have the qualifications listed. The requirements listed are representative of the knowledge, skill, and/or physical ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.