

**CITY OF SANDUSKY  
POSITION ANNOUNCEMENT**

**PROJECT ENGINEER**

The City of Sandusky is accepting applications for the full-time position of Project Engineer. The Project Engineer will provide assistance and technical expertise and recommendations to the Department of Public Works, Division of Engineering Services. The Project Engineer will be required to perform work under the direction and supervision of the Director of Public Works.

A Bachelor's Degree in Civil Engineering, Environmental Engineering or Transportation Engineering is required. A Professional Engineer's License in Ohio is preferred or the ability to obtain within 6 years. A minimum of five (5) years of similar, municipal engineering work and experience in an urban setting; serving a diverse community with older infrastructure is preferred. Experience in budgeting and finance desirable. For an application and job description, please contact the City of Sandusky, Attn: Connie Nicholson @ [cnicholson@ci.sandusky.oh.us](mailto:cnicholson@ci.sandusky.oh.us). The information is also available @ [www.ci.sandusky.oh.us](http://www.ci.sandusky.oh.us).

**PLEASE SUBMIT A COMPLETED APPLICATION ALONG  
WITH A RESUME TO THE  
CITY OF SANDUSKY  
ATTN: CONNIE NICHOLSON, H R MANAGER  
222 MEIGS STREET  
SANDUSKY, OHIO 44870**

**Application Deadline: The initial review of applications will be April 2, 2018 and will continue until the position is filled.**

**JOB DESCRIPTION**  
**Project Engineer**  
**Pay Range A4**  
**Department of Public Works**  
**Division of Engineering**

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**Job Title: Project Engineer**

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**Reports To: Director of Public Works**

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**Assists in the supervision of: Inspectors and Engineering Technicians**

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**Supervises Through Subordinates: None**

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**Purpose for the Position:**

***This position is to maintain and provide appropriate, cost-effective infrastructure and facilities for the residents of the City of Sandusky through effective project management through the development of engineering plans, guidelines and guidelines. A project engineer will supervise all staff assigned to their projects working under the supervision of the Director of Public Works while also being given considerable latitude for independent judgment and discretion. The person in this position must be willing to work with other project engineers and consultants in developing projects of various engineering disciplines that may fall outside of the primary responsibilities including those of other departments.***

***Project Engineer Responsibilities:***

*Perform various analyses, evaluations, public outreach, planning, and design as need for assigned projects.*

*Work directly with other divisions and departments in the City, primarily those within Public Works and Community Development & Planning.*

*Develop, implement, direct and administer all aspects of infrastructure projects in the Engineering Division. Typical projects for the division currently include:*

- Street and traffic: resurfacing, reconstruction, routine maintenance, traffic flow and control, multi-use paths, bike lanes, shared bike lanes, traffic studies, traffic and pedestrian signalization, pavement markings, signage, parking facilities, traffic calming, intersection improvements, bridge repairs*
- Water mains and sewers: capacity calculations, material specification, location prioritization, green infrastructure, storm water management, sewer separation, drainage, slip lining, heat fused pipe, pipe bursting*
- Various wastewater & water treatment projects*
- Various park & neighborhood-focused initiatives*
- Environmental: subsurface, ACM or LBP analyses or remediation, ecosystem enhancements, water quality, storm water pollution prevention plans, culvert repairs*
- Municipal buildings and facility improvements*
- Shoreline Protection*

*Manage consultants, including review of engineered plans and specifications, and make decisions for planning and design projects*

*Use GIS software, computer-assisted engineering and design software and/or conventional drafting methods to prepare plans*

*Learn and properly apply standards of federal, state and/or local regulations or guidelines*

*Prepare project specifications and cost estimates for assigned projects*

*Monitor engineering and construction contracts as to budget, time schedule, quality and value*

*Coordinate projects: monitor project progress by checking certified payrolls, answering contractors' questions, performing field engineering and preparing periodical progress payments*

*Provide field engineering for construction projects to verify the installation/performance is in conformance with the plans and specifications*

*Direct and assist inspectors and engineering technicians with project-specific documents, plans, specifications and training*

*Assist project coordinator with project-specific documents*

*Provide engineering-specific recommendations and support regarding the interpretation and application of codes, ordinances, regulations and construction standards*

*Make project-specific presentations for groups and community meetings and facilitate discussions and problem-solving among staff, public and agencies*

*Seek, apply for, coordinate and manage outside funding sources for assigned infrastructure projects through federal and state grant and loan programs*

*Develop or assist in the development of long-term maintenance and planning documents for infrastructure*

*Work with the public by responding to resident concerns, preparing petitions and answering the telephones*

*Assist with creation and maintenance of journal entries to help enforce parking zones and traffic modifications*

*Review subdivision and site development plans received from private developers via the Building Division*

*Prepare and assist other departments with preparation of various reports, grants and inventories*

*Assist with general duties when other departmental personnel are out of the office*

*Perform any and all duties assigned that may arise in the engineering department,*

*Attend seminars, training sessions and meetings*

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*Understand and communicate verbal and written instructions*

*Initiate activities consistent with the City of Sandusky's and department's goals and objectives*

*Report for work at required time and dates and maintain a responsible attendance record*

*Follow a supervisor's instructions, tolerate varying levels of stress*

*Avoid violent behavior that threatens the safety of other employees*

*Communicate with tact and diplomacy, one-on-one and within small and large group discussions*

***Skills and Abilities:***

*Use high-level mathematics*

*Understand principles of chemistry, geology, physics and related sciences*

*Solve problems using facts and personal judgment*

*Be flexible to work on multiple fast-paced projects and able to adjust to changing situations and policy direction*

*Demonstrate high-level of integrity, ethics and interpersonal skills, including the ability to interact with and relate to diverse groups of people*

*Possess knowledge of or experience with redevelopment activities*

*Experience working with neighborhoods and municipalities preferred*

**Physical Demands:**

*Sedentary Work: Exerting up to 10 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time) and/or negligible amount of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time) to lift, carry, push, or pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. Seeing, hearing, speaking and walking.*

**Environmental Conditions:**

*Inside: Protection from weather conditions but not necessarily from temperature changes. A job is considered "inside" if the worker spends approximately 85 – 95 percent or more of the time inside.*

**Reasoning, Mathematical and Language Development are indicative of the general level of development required to do this job. Some, but not necessarily all, areas mentioned in this section will be included in this job.**

**Reasoning Development:**

*Apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.) in its most difficult phases. Deal with a variety of abstract and concrete variables. Apprehend the most abstract classes of concepts.*

**Math Development:**

*Regularly works with advanced calculus, modern algebra and advanced statistics*

**Language Development:**

*Read scientific and technical journals, abstracts, and financial reports. Write journals, speeches and manuals. Conversant in the theory, principles, and methods of effective and persuasive speaking, voice and diction, phonetics and discussion and debate.*

**Relationships to Data, People and Things:**

**Data:** *Coordinating: Determining time, place, and sequence of operations or action to be taken on the basis of analysis of date; executing determination of and/or reporting on contents.*

**People:** *Speaking-Signaling: Talking with and/or signaling people to convey or exchange information. Includes giving assignments and or directions to helpers or assistants.*

**Things:** *Manipulating: Using body members, tools or special devices to work, move, guide or place objects or materials. Involves some latitude for judgement with regard to precision attained and selection appropriate tool, object, or material, although this is readily manifest.*

**Specific Vocational Preparation:**

*Specific Vocational Preparation includes an occupationally significant combination of: vocational education, apprentice training, in-plant training, on-the-job training, or essential experience in less responsible jobs which lead to the high job or serving in other jobs.*

**To do this job, you must have the following licenses or certifications before being hired:**

*Engineer-In-Training License is preferred but not required with the ability to obtain a Professional Engineer's License in the State of Ohio within 6 years; Ohio Driver's License*

**To do this job, you must have the following amount of total education and/or experience:**

*(If hiring someone into this position, what would be the minimum amount of experience and education that would be required for the incumbent to have a reasonable expectation for success?)*

*High School Diploma*

*Bachelor's Degree from an accredited college or university in one of the following disciplines: Civil Engineering, Environmental Engineering or Transportation Engineering*

*A minimum of five (5) years of similar, municipal engineering work and experience in an urban setting; serving a diverse community with older infrastructure is preferred. Experience in budgeting and finance desirable.*