JOB DESCRIPTION

Position Title: Civil Engineer/Construction Supervisor
Status: Full Time, Exempt
Salary Grade: 25

Job Content:

1. Overall purpose of this position
   - Oversee and manage construction projects to assure they are completed in accordance with design specifications.
   - Oversee and manage consultants selected to prepare designs and specifications of capital improvement projects,
   - Serve as a Civil Engineer, participating in the design of capital improvement projects.

2. Major activities, which must be performed to carry out the purpose of the position as described above:
   A. Prepare plans, specifications and cost estimates for construction projects.
   B. Serve as a Project Manager on construction projects; assure availability of equipment, materials, staffing. Supervise maintenance employees or monitor work of contractors. Oversee project expenditures. Prepare contracts, bid specifications, approve invoices and pay applications.
   C. Document project work activities; prepare progress status reports.
   D. Assure compliance with all governmental permitting agencies.
   E. Coordinate the Park District’s compliance with storm water regulations, under permits issued by the Ohio Environmental Protection Agency and local authorities.
   F. Serve as a technical advisor to the organization, providing consultation on civil engineering and land surveying matters.
   G. Review and approve plans, reports, and shop drawings prepared by consultants and contractors.
   H. Review requests for easements and proposals by developers and other agencies.
   I. Coordinate and supervise property and topographic surveys and construction layout.
J. Make public presentations regarding capital improvement and major maintenance projects.

K. Serve as a member of the Planning and Development team, providing assistance as necessary.

L. Keep abreast of current civil engineering technology.

M. Review development activity of properties adjacent to the Park District properties.

N. Assure compliance with safety and risk management programs.

O. Develop and maintain procedural manuals for each area of responsibility.

Qualifications:

3A. Specific knowledge, training or skills required to perform the duties of this position. Specific concepts, courses, training programs or required certifications.

- B.S. Civil Engineering required; B.S. Land Surveying, in addition preferred.
- Professional engineering registration in Ohio.
- Minimum 3 years of civil engineering and construction project management experience.
- Familiarity with Competent Person Certification for trenching & excavation.
- Knowledge of site development engineering (utilities, earthwork, paving, storm water management and erosion control).
- Familiarity with Ohio Department of Transportation’s LPA process and EEO procedures.
- Knowledge of design and drafting techniques including CAD.
- Knowledge of survey fundamentals and ability to use survey instruments and GPS.
- Knowledge of various governmental permitting agencies.
- Knowledge of low impact design (LID) and sustainable site design and storm water management practices.
- Project management and supervisory skills.
- Demonstrated interpersonal skills: ability to work with all skill and professional levels.
• Written and oral communication skills; presentation skills.
• Project management and supervisory skills.
• Problem solving and decision making skills.
• Demonstrated flexibility and adaptability in resolving problems in the field.
• Physical agility to perform required duties.
• Valid Ohio driver’s license with clear driving record.
• Demonstrated emotional intelligence to include: demonstrated self-awareness and accurate self-assessment, demonstrated sensitivity and empathy, demonstrated openness, reliability, and consistency. Proven track record of establishing and maintaining critical relationships internally and externally. Demonstrated trust, integrity, and credibility.

3B. Essential Physical Demands and Working Environment:

• While performing the duties of this job, the employee is regularly required to stand, walk (often on uneven terrain), talk and hear. The employee frequently is required to use hands to finger, handle or feel and is required to reach with hands and arms. The employee is required to sit; climb or balance; stoop, kneel, crouch or crawl; taste or smell. The employee must regularly lift and/or move up to 25 pounds and may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

• While performing the duties of this job, the employee is regularly exposed to extreme outside weather conditions.

CONDITIONS OF CONTINUED EMPLOYMENT:

• Must successfully complete a one-year probationary period.