

# 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 Ireland, 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.