

## **Assistant City Engineer**

The City of Napoleon is currently accepting applications for the position of Assistant City Engineer. This position is part of a succession plan to become City Engineer, if qualified, at the time of the change. This position is responsible for performing complex professional civil engineering work and exercising supervision over sub-professional and technical personnel as assigned. Graduation from an accredited college or university with a Bachelor's Degree in Civil Engineering or a closely related field with a Professional Engineer license in the State of Ohio. Have five years of increasingly responsible experience in engineering work or any equivalent combination of education and experience. This is a full-time position with a pay rate of \$79,000 - \$97,000 per year depending on licensing. A valid State of Ohio's Driver's license is required. Applications may be obtained from the City of Napoleon's Administration Building, 255 W. Riverview Avenue, P.O. Box 151, Napoleon, Ohio, 43545 or from [www.napoleonohio.com](http://www.napoleonohio.com). A completed application must be returned to the above address to be considered. **The City of Napoleon is an Equal Opportunity Employer.**

# City of Napoleon

## Assistant City Engineer

**Department:** Engineering  
**Reports To:** City Engineer  
**FLSA Status:** Hourly (Non-Exempt)  
**Civil Service:** Classified (Non-Competitive)  
**Union:** Non-Bargaining  
**Approved By:** Small, James  
**Approved Date:** 04/01/2023

### SUMMARY

Performs complex professional civil engineering work. Exercises supervision over sub-professional and technical personnel as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** (The listed examples may not include all duties found in this class).

- Advises and supervises lower-level personnel in engineering related duties and responsibilities.
- Checks the work of lower-level personnel for accuracy and completeness.
- Performs engineering duties related to construction and other public works projects.
- Performs design and review work; prepares specifications for construction contracts.
- Confers with supervisor, consultants and other governmental agencies in resolving design and construction problems of mutual concern.
- Inspects construction work upon its completion or when needed.
- Prepares and presents a variety of reports relating to various public works projects.
- Attends conferences and meetings to keep abreast of current trends in the field.
- Performs related work as required.
- Design projects in Civil 3D.

### QUALIFICATIONS

- Considerable knowledge of mathematics and its application to field surveying and engineering and construction principles and practices.
- Ability to analyze survey results.
- Ability to draw preliminary plans and to compile engineering plans and specifications.
- Ability to ensure compliance with and follow the standard safety practices and procedures common to construction work.
- Ability to communicate effectively verbally and in writing.
- Ability to establish and maintain effective working relationships with employees, other agencies and the public.

### EDUCATION and/or EXPERIENCE

- Graduation from a college or university with a Bachelor's Degree in Civil Engineering or a closely related field.
- Two years of increasingly responsible experience in engineering work or any equivalent combination of education and experience.
- Professional Engineer licensed in the State of Ohio.

### PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

- Must be able to communicate effectively verbally and in writing.
- Must be able to establish and maintain effective working relationships with employees and the public.
- Must be able to understand and carry out complex oral and written directions.
- Must have good hearing and eyesight without corrective measures.
- This job is performed on and off-site City limits.

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.