

ORDINANCE NO. 90-83 AC CMS
AN ORDINANCE AMENDING THE JOB DESCRIPTION FOR THE
CITY ENGINEER/PUBLIC WORKS DIRECTOR OF THE
CITY OF OBERLIN, OHIO

BE IT ORDAINED by the Council of the City of Oberlin, County of Lorain, State of Ohio, a majority of all members elected thereto concurring:

SECTION 1. That the attached description of job duties for the City Engineer/Public Works Director of the City of Oberlin, Ohio, is hereby amended, as set forth in the attached amended job description.

SECTION 2. It is hereby found and determined that all formal actions of this Council concerning or relating to the adoption of this ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 3. That this ordinance shall take effect at the earliest date allowed by law.

PASSED: 1st Reading - November 19, 1990 (DEF)
2nd Reading -
3rd Reading -

ATTEST:

Interim Clerk of Council

Chairman of Council

POSTED:

EFFECTIVE DATE:

PUBLIC WORKS DIRECTOR/CITY ENGINEER

GENERAL STATEMENT OF DUTIES

Plans, directs and supervises all operations of the Public Works Department, including the Water Utility; Wastewater Utility; and Streets, Sanitation and Equipment Maintenance Division. Plans and implements all major capital improvements of the City and reviews or performs engineering designs and specifications related to the public and private improvements as they affect or are affected by the City.

SUPERVISION RECEIVED

Works under the supervision of the City Manager.

SUPERVISION EXERCISED

Directly supervises four full-time positions (three superintendents and one assistant), and indirectly supervises 27 other full-time positions and also part-time personnel within the Public Works Department.

JOB DUTIES

- Supervise the Public Works Department Superintendents and schedule work activities
- Prepare budget documents for the Department, the City Engineer's Office and the Capital Improvements Income Tax Budget.
- Interview and test prospective employees and recommend hiring to the City Manager.
- Respond to complaints about City services and take appropriate actions to resolve them.
- Plan for capital improvement projects, recommend financing techniques, prepare requests for consultant's proposals (when needed), review engineering designs and specifications; recommend contract awards; perform contract administration and inspection, and coordinate activities of contractors, suppliers, consultants, sub-consultants, sub-contractors, and City Staff.
- Carry out capital improvement projects in the same manner as above, but without consultants, generally for projects costing less than \$200,000. Perform all design and specification work in this case.

- Conduct and review performance evaluations of all Public Works employees. Review and approve disciplinary actions for all Public Works employees.
- Review and comment on all subdivisions, PRD subdivisions, development plans of Oberlin College and other private, public utility and semi-public development schemes proposed within the City limits.
- Issue excavation permits and inspect the resultant work and restoration.
- Recommend major capital equipment purchases; write specifications for same and prepare contract documents; review the bids and make purchasing recommendations.
- Inspect bridges and submit written reports to State agencies.
- Set policies and review methodology for compliance with the Clean Water Act and terms of the City's NPDES Permit for the Wastewater Treatment Plant and Wastewater Collection System.
- Set policy and review methodology for compliance with the Safe Drinking Water Act at the Water Treatment Plant and Water Distribution System.
- Establish requirements for the repair and replacement of City water mains, fire hydrants, service lines, and meters.
- Establish requirements for the cleaning and inspection of the City Sanitary sewers and storm sewers.
- Establish requirements for the inspection, cleaning and repair of the City's water tanks.
- Establish standards for the repair and/or reconstruction of the City streets, curbs, and sidewalks.
- Perform engineering work related to drainage and flood control.
- Establish policies for the maintenance of the City vehicle fleet.
- Represent the Public Works Department before City Council, Public Utilities Commission, Civil Service Commission, Planning Commission, and other boards and commissions which affect or are affected by the Public Works Department.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

bachelor of Science in Civil Engineering or related field required. Professional Engineer's License preferred. A comprehensive knowledge of public works, engineering, utilities, personnel, finance, and construction. Ability to manage a variety of projects of very diverse activities simultaneously. Ability to work well with the public, elected officials, and person of high rank. Ability to make solid recommendations on matters of a very technical nature. Skill at presenting the City's position on an issue to a very diverse public. The Public Works Director/City Engineer is expected to work directly with elected and appointed officials on technical matters relating to projects currently underway. This responsibility is extremely vital to the success of many projects.

LICENSES AND CERTIFICATES REQUIRED

-- Valid Ohio Driver's License and proof of insurability.

Paygrade:_____

F.L.S.A. Rating:_____

Civil Service Rating:Unclassified

Classification:N/A