

RESOLUTION NO. 47-2015

Amending the Position Description for Director of Service and Engineering.

WHEREAS, City Council wishes to amend the position description for the position of Director of Service and Engineering; and,

WHEREAS, it is necessary to amend the position description for the position of Director of Service and Engineering to properly reflect the duties of this position;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Municipality of Worthington, County of Franklin, State of Ohio:

SECTION 1. That the position description for the position of Director of Service and Engineering (Class Specification No. 31) as per the description attached hereto be and the same is hereby amended.

SECTION 2. That the Clerk of Council be and hereby is instructed to record this Resolution in the appropriate record book.

Adopted October 19, 2015

/s/ Bonnie D. Michael
President of Council

Attest:

/s/ D. Kay Thress
Clerk of Council

CITY OF WORTHINGTON
POSITION DESCRIPTION

POSITION TITLE: Director of Service and Engineering	CLASS: 31
Department: Service and Engineering	Title Originated:
Date: October 19, 2015	Title Revised: 2012
Reports To: City Manager	Updated: 2015

General Statement of Duties

This highly responsible administrative and professional position oversees all activities of the Department of Service and Engineering, including the administration of the Capital Improvement Program, consulting and construction contracts, GIS services and the maintenance of City streets, sewers, public buildings, rights-of-way, the City fleet, community events, and special projects as directed by the City Manager. The Director of the Department of Service and Engineering may also serve as the City Engineer.

The Director of Service and Engineering administers contractual services including but not limited to Solid Waste Collection, HVAC Maintenance, and Custodial Services.

Essential Functions of the Position:

Formulate, prepare and administer the City's Capital Improvement Program including but not limited to the approval of drawings, development of specifications and development of the budget.

Formulate, administer and supervise Requests for Qualifications and Requests for Proposals for contractual services to be bid by the City.

Conduct engineering studies of infrastructure and/or developmental City issues and facilities, particularly those related to the health, safety and welfare of the citizenry.

Perform liaison services between consulting engineers, City Council and City Staff through meetings with engineering firms prior to and during contract periods and at the conclusion of projects.

Furnishes advice to department heads, the City Manager and City Council concerning public works issues.

Reviews the design of public works projects.

Prepares and monitors the budget and expenditures for Public Service and Engineering functions.

Supervises the maintenance of streets and highways, storm and sanitary sewers and public buildings.

Oversees departmental activities through periodic reports of subordinates and by inspections of projects.

Manages contracts in areas such as refuse collection, street sweeping and other services provided to the City.

Knowledge, Skills and Abilities:

Thorough knowledge of current municipal engineering practices and a working knowledge of sources of engineering information and the ability to maintain that knowledge level.

Knowledge of modern principles and practices of public works administration.

Tact and courtesy in dealing with the public.

Thorough knowledge of all applicable City rules and regulations pertinent to the City's Engineering and Public Service functions.

Ability to establish and maintain effective working relationships with employees, department heads, consultants, other governmental officials and the public.

Ability to plan, organize, direct, and evaluate major capital improvement programs and public works projects.

Knowledge of operating and capital improvement budgets.

Excellent written and verbal communication skills.

Ability to maintain and adjust City engineering operations to incorporate and take advantage of improved technological engineering capabilities.

Current valid Ohio Driver's License.

Minimum Requirements of the Position:

Possession of a Bachelor's or Master's Degree, in civil engineering, business administration, public administration or a closely related field and 5-10 years of progressively responsible managerial and administrative experience in public works.

Possession of a current, valid Certificate of Registration in the State of Ohio as a Registered Professional Engineer, preferred.

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job description does not list all of the duties or functions of the job. The individual in this position may be asked by supervisors to perform other duties. The City has the right to revise this job description at any time.

Adopted by Resolution No. 47-2015; Effective October 19, 2015