

**JOB OPPORTUNITY  
CITY OF MANSFIELD, OHIO**

**ORDINANCE: #23-062 ~ POSTING DATE: 05/24/23 ~ DEADLINE DATE: 06/06/23**

**DEPUTY CITY ENGINEER**

The City of Mansfield, Ohio, Director of Human Resources announces the opening of the following position in the **ENGINEERING DIVISION**:

**POSITION: Deputy City Engineer                      ANNUALLY: \$42,682 - \$80,000**

**GENERAL STATEMENT OF DUTIES:**

Supervises and performs functions related to the research, design, maintenance, and construction of public works projects; performs related duties as required.

**EXAMPLES OF WORK (ILLUSTRATIVE ONLY):**

Oversees division operations; assists City Engineer in development of division goals, objectives, policies and procedures; supervises office and field engineering personnel in performance of duties; assigns tasks, provides direction and ensures work complies with division standards; plans work projects, sets priorities and allocates material and personnel; assists in establishing criteria for design and construction of public works projects; prepares specifications for, and receives and reviews bids for, construction and maintenance projects; collects data to forecast budgetary needs; receives and responds to routine inquiries and complaints in person and via telephone;

Performs personnel functions; assists in recruiting, interviewing and selection of applicants; develops and implements division training programs; evaluates performance of office and field personnel; issues oral and written corrective action; communicates and enforces personnel policies; acts as division head in absence of City Engineer.

Oversees and performs engineering functions; plans and oversees development and design of street, bridge, and drainage maintenance and construction projects; inspects and oversees inspection of street, bridge and drainage conditions, determines need for repair and/or maintenance and prepares reports of findings and recommendations; inspects and oversees inspection of construction and maintenance projects (e.g., visits work sites, ensures material and procedures comply with plans and specifications, collects samples for quality control, coordinates activity, prepares progress estimates, ensures compliance with safety procedures, and oversees field personnel performing such duties); receives and resolves citizen complaints concerning street, bridge, and drainage construction and maintenance.

Perform related duties; prepares periodic reports for external agencies (e.g., EPA, ODOT, ODNR, FAA, etc.) maintains project records; serves as liaison with other city divisions and external agencies regarding engineering projects; attends meetings on behalf of division; obtains and maintains required licenses and certifications.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of: (1) City and division goals and objectives, (2) civil engineering, (3) public works construction, maintenance and repair, (4) safety practices and procedures, (5) records management, (6) employee training and development, (7) supervisory principles, (8) project management, skill in, (9) surveying and engineering equipment operation, (10) motor vehicle operation, Ability to: (11) deal with many variables and determine specific action, (12) define problems, collect data, establish facts, and draw valid conclusions, (13) exercise independent judgement, (14) apply concepts of algebra, geometry, calculus and trigonometry, (15) prepare complex and accurate maps, charts, graphs and plans, (16) communicate effectively, (17) develop and maintain effective working relationships, (18) resolve complaints, (19) travel to and gain access to work sites.

## **ACCEPTABLE EXPERIENCE AND TRAINING:**

Bachelors' Degree in Civil Engineering and two years' civil engineering experience or an equivalent combination of education and experience.

## **ADDITIONAL REQUIREMENTS:**

**You must possess a Valid Ohio Drivers' License. You must possess or be able to obtain within two years of hire, State of Ohio Professional Engineer's License.**

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The specific statements shown in this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

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APPLICATIONS FOR THIS POSITION WILL BE ACCEPTED IN THE HUMAN RESOURCES OFFICE. "WE ARE AN EQUAL OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.