



LEGISLATIVE COVER MEMO

Introduction: April 15, 2024

Agenda Item: **Resolution 2024-26**

ADOPTING A POSITION DESCRIPTION FOR SENIOR CITY ENGINEER

Submitted by: Cindi Chibis, Human Resources Specialist

Scope/Description: This Resolution adopts a new position description for the Senior City Engineer. This position can be full or part-time and requires at least fifteen years' experience in a municipal engineering capacity.

Budget Impact: None.

Exhibits: Exhibit A: Senior City Engineer Position Description

Recommendation: Approval

CITY OF FRANKLIN, OHIO
RESOLUTION 2024-26

ADOPTING A POSITION DESCRIPTION FOR SENIOR CITY ENGINEER

WHEREAS, Section 8.08 of the Franklin City Charter requires this Council to adopt a Position Classification Plan containing position descriptions for all City positions, considering the duties, authority and responsibility of each position;

WHEREAS, upon the recommendations of the City Manager, this Council now finds it desirable to adopt position descriptions for the position of Senior City Engineer to adequately reflect the duties and responsibilities of this position,

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Franklin, Ohio, a majority of members present concurring, that:

Section 1. The position description for Senior City Engineer is attached hereto as Exhibit A, is hereby adopted and approved, and shall be included in the City of Franklin Position Classification Plan.

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

Section 3. This Resolution shall become effective immediately upon its passage.

ADOPTED: April 15, 2024

ATTEST: _____
Khristi Dunn, Clerk of Council

APPROVED: _____
Brent Centers, Mayor

CERTIFICATE

I, the undersigned Clerk of Council for the Franklin City Council, do hereby certify that the foregoing is a true and correct copy of a resolution passed by that body on April 15, 2024.

Khristi Dunn, Clerk of Council



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POSITION DESCRIPTION

Employee Name:		Department/Division:	Safety/ Building & Zoning
Civil Service Status:	Unclassified	Position Title:	Senior City Engineer
Employment:	Full-time/Part-Time	Reports To:	Safety Director
FLSA Status:	Exempt	Supervises:	City Engineers

GENERAL DESCRIPTION: The Senior City Engineer manages the development and implementation of divisional goals, objectives, policies, and priorities and performs short range planning of design and project management tasks and engages stakeholders in the development of long-range planning for major engineering projects.

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101.

1. Responsible for providing professional civil engineering services in support of the Public Works Department, and other municipal departments/divisions as necessary. Such duties include planning, construction, repair, operations, and maintenance of the City's infrastructure, including streets, traffic, water distribution, sanitary sewer, and storm sewer systems, as well as the various City facilities.
2. Prepares bids documents including drawings, specifications and cost estimates for maintenance, replacement, reconstruction or construction of streets, traffic, water distribution, sanitary sewer and storm sewer systems. Reviews and recommends bid award for construction contracts. Prepares RFQs/RFPs; and evaluates and recommends award for professional services contracts.
3. Supervises City Engineer(s). Assigns, schedules, and directs subordinates to ensure quality work product and services. Supports training, evaluates effectiveness, and mentors direct reports to improve their knowledge, skills, and abilities. Reviews work and provides feedback for performance evaluations.
4. Directly monitors and coordinates the work of contractors on City projects. Reviews and approves contractor pay requests and assures that all work is in compliance with the contract and contract documents.
5. Prepares and implements local, state, and federal planning, transportation and utility grants and loans.
6. Develops and updates design criteria, construction specifications and standard drawings for the design and construction of public infrastructure projects and private drives, driveways, curbs, gutters, and sidewalks.
7. Assists in the long-range strategic planning of the City's transportation network, including vehicular, pedestrian, and alternative transportation systems.
8. Recommends maintenance, repair or replacement of bridges and culverts.
9. Issues Floodplain Permits in accordance with the provisions of the UDO's Floodplain Overlay District. Reviews all stormwater management plans to assure conformance with the City's stormwater and drainage standards. Reviews Site Plans to assure conformance with the Site Plan and development regulations of the UDO. Reviews and approves applications for Minor and Major Subdivisions. Reviews all PUD, PRCD, zoning amendment, and conditional use applications to assure compliance with the regulations of the UDO.
10. Oversees and may provide inspection services of residential subdivision and commercial and industrial development plans.
11. Responsible for ensuring that new development and ongoing land occupancy conforms to applicable City regulations regarding land use and zoning, drainage and stormwater management, and special flood hazard areas.



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12. Advises Planning Commission, Board of Zoning Appeals, and administration on all matters upon which those bodies need to act and provides to those bodies all documents, maps and any other related information deemed necessary.
13. Maintains all records of construction inspections and prepares reports for various Federal, State, County and City agencies.
14. City liaison for contractors, developers, property owners and others regarding regulations and requirements related to public Infrastructure and drainage issues. Responds to job-related inquiries made by phone or in writing. Responds to citizen complaints and undertakes enforcement actions as necessary. Assists the public to resolve these issues.
15. Conducts field inspections to ensure compliance with all construction regulations, conditions of approval or permit requirements and investigates and determines violations.
16. Serves as staff liaison to the Planning Commission, Board of Zoning Appeals and other City boards, commissions and/or County agencies and prepares budget information. Attends the meetings of the Planning Commission, Board of Zoning Appeals and other zoning boards or commissions. Attends City Council meetings and meetings of other City and civil groups, as required by the City Manager. Serves as a member of other boards and commissions, as required by the City Manager.
17. Demonstrates ability to analyze and problem solve. Exercises appropriate discretion and professional judgement.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other duties as required.

QUALIFICATIONS:

Communication Skills: Ability to develop and maintain effective relationships with City Council members, officials, leaders, organizations, the public, and staff at all levels. Ability to respond effectively to sensitive inquiries or complaints from the public and public officials. Ability to compile and prepare reports, business correspondence, and documents using original or prescribed techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors. Ability to develop, lead, and nurture high performance and a professional atmosphere.

Education and Experience: Bachelor's degree in civil engineering or related field and minimum of fifteen (15) years' experience in a municipal engineering capacity, or equivalent combination of education and experience. Certification as an Ohio professional engineer (or proof of exemption) under Ohio Revised Code Chapter 4733 required. Prior experience with zoning and building enforcement beneficial. Valid Ohio driver's license, acceptable motor vehicle record, and continuous insurability required.

Equipment, Tools and Materials: Ability to use computer equipment and standard office equipment. Ability to periodically drive vehicle.

Knowledge: Knowledge of Civil Engineering principles and practices and laws applicable to zoning, building and subdivisions and City Zoning Code (unified Development Ordinance). Ability to maintain proficiency in and knowledge of current, upcoming and/or new regulations/legislation within area of responsibility. Knowledge of fiscal and budget management principles, supervisory principles and practices, and records management.

Math Skills: Mathematical, fiscal, and statistical skills. Ability to effectively present complex data to the City Manager, City Council members, and the general public. Ability to create and adhere to annual budgets. Ability to effectively negotiate contracts and adhere to grant requirements. Ability to develop and implement cost saving measures.

Physical Requirements: (with or without accommodation): Ability to occasionally operate a motor vehicle, hold, lift, reach, stoop and turn. Ability to frequently, grasp, sit, stand, walk, and use keyboard. Specific vision abilities required for this job include close and



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distance vision. Ability to speak English and hear required. Duties are primarily performed in an office environment.

Reasoning Skills: Ability to plan, organize, and direct municipal operations, services, and activities. Ability to lead City Council and staff in ongoing strategic planning and implementation efforts. Ability to deal with a variety of abstract and concrete variables while determining and taking specific action, apply management principles to analyze problems, collect data, establish facts, identify solutions in support of established goals, project consequences of proposed actions, and implement recommendations. Ability to understand, interpret, and apply laws, rules, and regulations to specific situations. Ability to function with a high degree of independence, utilize sound professional judgment; and maintain records according to established procedures.

Technical Skills: Ability to use e-mail, spreadsheet, and office software. Ability to maintain complex financial records. Ability to learn automated system functions used in carrying out job duties.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS: (For purposes of O.R.C. 4167)

Employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.). Employee is occasionally exposed to outdoor weather conditions, May be exposed to hazardous driving conditions, verbal abuse by the public, or to human blood or other body substances.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, and must demonstrate the necessary skills, knowledge, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The above reflects general information considered necessary to describe the essential functions of the job and shall not be construed as an exhaustive statement of duties, responsibilities or requirements that may be inherent in the job. It is not intended to limit the right of any supervisor to assign, direct, or control the work of employees under his/her supervision.

The use of a particular expression to describe duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty. This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

(Signature of Appointing Authority/Designee)

(Date)

(Signature of Employee)

(Date)