

September 1, 2022

**PERSONNEL COMMITTEE**

September 6, 2022

Council Chambers

Following Service Committee

*Committee and Council Meetings can be viewed by accessing YouTube*

**AGENDA**

1. Consider **Ordinance No. 22-35** AN ORDINANCE AMENDING THE DEPARTMENT AUTHORIZATION TABLES OF THE CITY OF NEWARK DEPARTMENT OF ENGINEERING AND ZONING AND CREATING THE POSITION OF DEVELOPMENT ENGINEER AND SETTING THE COMPENSATION THEREFORE
2. Other items at the discretion of the chair.

**BY \_\_\_\_\_**

**AN ORDINANCE AMENDING THE DEPARTMENT AUTHORIZATION TABLES OF THE CITY OF NEWARK DEPARTMENT OF ENGINEERING AND ZONING AND CREATING THE POSITION OF DEVELOPMENT ENGINEER AND SETTING THE COMPENSATION THEREFORE**

WHEREAS, the Service Director and the City Engineer have reviewed their staffing needs and have determined that modifications are warranted due to changing workplace demands; and

WHEREAS, the Service Director and the City Engineer desire to create the position of Development Engineer to assist in meeting the current workplace demands; and

WHEREAS, it is necessary to amend the position authorization and classification/pay range tables to accomplish the foregoing objective; and,

WHEREAS, the Personnel Committee considered this matter on September 6, 2022, and recommended that it be considered by the full Council.

**NOW, THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NEWARK, COUNTY OF LICKING AND STATE OF OHIO, THAT:**

Section 1. The full-time position of Development Engineer is hereby created within the Department of Service, Division of Engineering and Zoning.

Section 2. The position of Development Engineer shall receive compensation and benefits as set forth in the current Management and Supervisory Exempt Personnel Statement of Policy. This position is in the unclassified/exempt service of the City of Newark.

Section 4. The position classification/pay range table for the Service Department, Division of Engineering and Zoning is hereby amended as follows:

Position Number	Description	Benefit Group	Current	Proposed
2.122.210.01	City Engineer	MGMT EXEMPT	1	1
2.122.230.01	Senior Engineer	MGMT EXEMPT	1	1
2.122.231.01	Street/Traffic Engineer	MGMT EXEMPT	1	1
<b>NEW</b>	<b>Development Engineer</b>	<b>MGMT EXEMPT</b>	<b>0</b>	<b>1</b>
3.122.250.01	GIS Coordinator	AFSCME-FT	1	1
3.122.300.01	Project Supervisor	AFSCME-FT	1	1
3.122.301.01	Engineering Technician 3	AFSCME-FT	1	1

# CITY OF NEWARK POSITION DESCRIPTION

*An equal opportunity employer*

## POSITION TITLE

Development Engineer

## DEPARTMENT/DIVISION

Service/Engineering

## APPOINTING AUTHORITY

Service Director

## REPORTS TO

City Engineer

## FLSA STATUS

Exempt

## PART-TIME/FULL-TIME

Full Time

## AFFILIATION

Management/Supervisory Exempt Personnel

## PAY RANGE/SALARY RANGE

Per Statement of Policy

## SUPERVISORY RESPONSIBILITIES

Yes

## POSITION DESCRIPTION APPROVAL

Wm. Spurgeon, HR Director  
08.10.22

## PURPOSE

Under the direction of the City Engineer, performs professional engineering work related to transportation engineering, commercial and residential development, construction of public works and related projects, and may act as project manager for major engineering design projects. Aid in long term planning, budget preparation, public relations, and contract management. Provides technical support to other city departments.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Reviews plans and designs to determine if land development plans comply with City Ordinances and standards, contract specifications, and Federal and State regulations. Provides broad oversight in identifying and evaluating sound engineering alternatives for consideration and makes appropriate recommendations.
- Processes and coordinates approval of private subdivision/land development projects and related permits.
- Provides significant assistance to the engineering team in plan review and approval processes of private, commercial, and residential development projects; review plats, easements, stormwater management reports, traffic impact studies, stormwater pollution plans, and other associate studies, calculation, reports, and specifications.
- Provides technical expertise and guidance to City departments, consultants, and other interested parties.
- Works with various agencies of government to process permits and coordinate activities.

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to the position. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given. Maintains an awareness of worker safety guidelines and procedures and applies these in performing daily activities and tasks.

- Represents the City in meetings with City leadership, the development community, and other organizations when it is critical that technical aspects of an issue or project are clearly and effectively communicated.
- Processes and reviews right-of-way permit for private construction projects, may perform spot inspection field review of permitted operations.
- Oversees field review and inspection of significant commercial and/or residential development projects, major repairs, or construction of City infrastructure through in-house staff and contact services. Responds to questions and provides review and approval of solutions to problems encountered during construction.
- Investigates resident requests for service and responds appropriately.

## POSITION REQUIREMENTS

### Minimum Qualifications

**Education:** Bachelor of Science degree from an accredited four-year college or university in Civil Engineering or a related field is required.

**Experience:** Three or more years of progressively responsible experience in a related engineering role

**Licensure or Certification Requirements**

Engineering Intern registration required

Professional Engineer License (required to be obtained within on (1) year of date of hire)

Current and valid Ohio driver's license with an acceptable driver's abstract in order to meet criteria for insurability established by the employer.

### IMPORTANT JOB FUNCTIONS:

- Uses knowledge of Engineering principles and practices to provide significant contributions to complex and/or special projects requiring sophisticated analysis.
- Applies knowledge of land surveying practices to review, interpret, and approve plats, easements, and deeds related to engineering projects.
- Prepares contracts, specifications, and legal notices for receiving bids and awarding contracts; prepares and evaluates RFQ process for consultant selection; administers consultant contracts; coordinates the schedule and progress of consultant's work including preliminary approval of invoices.
- Coordinates effectively with internal and external permitting authorities to provide exceptional customer service to the development community.
- May serve as backup for other positions within the Engineering Department.
- Performs other duties as assigned.

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## Knowledge, Skills and Abilities

### Knowledge Of:

- Civil engineering principles, practices, concepts, procedures, and methods. General construction practices, methods, and procedures.
- City property surveys, plats, acquisitions and disposal of properties and vacation of easements as required.
- Municipal government structure and processes.
- Managerial principles, concepts, practices, and procedures.
- All applicable state, federal, and local ordinances, laws, rules, and regulations.
- Administration of staff and activities, either directly or through subordinate supervision.
- All computer applications and hardware related to performance of the essential functions of the job.
- Budget development policies and procedures.
- Department organization, standard operating guidelines and policies, rules, and regulations.

### Skill in:

- AutoCAD, GIS, and computer aided design software.
- Using basic software such as MS Office suite, Digital permitting and plan review software.
- Excellent verbal and written communication skills.
- Operating and maintaining all assigned equipment required to perform the essential functions of the job.

### Ability to: (Mental and Physical Abilities)

- Apply an extensive variety of complex technical engineering principles to field conditions.
- Review and analyze construction plan to determine compliance with applicable specifications, regulations, codes, and ordinances.
- Establish and maintain effective working relationships with fellow employees, city officials, other government agencies, and the general public.
- Make decisions and solve problems by analyzing information and evaluating results to choose the best solution.
- Use relevant information and individual judgement to determine whether compliance with laws, regulations, or standards.
- While performing the essential functions of this job the employee is frequently required to stand, sit, speak, and hear; use color texture, sound, shape, and odor perception; push, pull and/or lift up to 50 pounds.

### Working Conditions:

Work is performed in a normal office environment and in the field exposing the employee to various outside atmospheric conditions and occasionally to conditions such as fumes, dusts, and poor ventilation that affect the respiratory system, eyes or the skin; possible bodily injury from moving mechanical parts of equipment, tools or machinery, or electrical shock. The incumbent's working conditions are typically moderately quiet to very loud.

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4.122.665.01	Eng/Zone Administrative Asst.	NON- BARG FT	1	1
		Totals	7	8

Section 6. This legislation shall become effective at the earliest time permitted by Article 4.07 of the Charter of the City of Newark, Ohio.

Passed this \_\_\_\_\_ day \_\_\_\_\_, 2022

\_\_\_\_\_  
PRESIDENT OF COUNCIL

ATTEST: \_\_\_\_\_  
CLERK OF COUNCIL

DATE FILED WITH MAYOR: \_\_\_\_\_

DATE APPROVED BY MAYOR: \_\_\_\_\_

\_\_\_\_\_  
MAYOR

FORM APPROVED: \_\_\_\_\_  
TRICIA M. MOORE, DIRECTOR OF LAW

Prepared by the Office of the Director of Law at the request of the Department of Human Resources