



CITY OF LORAIN

CIVIL SERVICE COMMISSION

200 WEST ERIE AVE. 7TH FLOOR CITY HALL, LORAIN, OHIO 44052
TELEPHONE (440) 204-2066 FAX (440) 204-2527

OPPORTUNITY FOR EMPLOYMENT
THE LORAIN CIVIL SERVICE COMMISSION ANNOUNCES
APPLICATIONS FOR THE POSITIONS OF:

CLASSIFICATION:

Engineer II - Utilities Engineer
A10

Engineer III – Utilities Engineer
A13

SALARY:
\$ 65,779.23- \$ 80,079.06

SALARY:
\$ 73,206.06 - \$ 89,120.42

Applications for these positions are available in the office of the Lorain Civil Service Commission, 200 West Erie Avenue, 7th floor, Lorain City Hall Lorain, Ohio OR they are also available online by going to www.cityoflorain.org; under departments, click on Civil Service and then Job Application and follow the 4-step instructions. The Lorain Civil Service Commission will begin receiving applications on Monday, February 14, 2022 through Friday, February 25, 2022 between the hours of 9:00 a.m. to 4:30 p.m. Applications may be submitted either in person (from you or your representative) to the Lorain Civil Service office located at 200 West Erie Ave., 7th floor, Lorain, Ohio 44052 **OR** via email to: rosemary_white@cityoflorain.org The office closes between approximately 12:00-1:00 p.m. daily.

Applicants must be US citizens or have a valid permanent resident card. Applicants must be residents of the State of Ohio. Applicants must possess a valid Ohio Drivers license to be shown at time of application. For copies of the job descriptions please visit our website at: www.cityoflorain.org. under departments click on Civil Service and then Current Opportunities.

AN EQUAL OPPORTUNITY EMPLOYER



Position Description

Position Title: Engineer II: Utilities Engineer
Department: Engineering
Salary Grade:
Barg Unit:
Reports to: City Engineer
FLSA:
Date Revised: 06/01/2021
Addendum:

GENERAL STATEMENT OF DUTIES:

Assists the City Engineer and provides engineering support services for the Utilities Department.

ESSENTIAL DUTIES:

- Assist professional, sub-professional, and other employees in the administration and design of a variety of public works projects
- Give technical advice and confer with sub-department heads and private contractors
- Investigate citizen complaints
- Review and approve site plans, construction details, and contracts
- Confer with, advise, and supervise inspectors of construction projects
- Work with engineering consulting firms in the preparation and management of projects as needed
- Represent the City in contracts with other governmental jurisdictions, contractors, and the general public on construction matters
- Perform project management and contract administration for construction projects for utilities infrastructure improvements as needed
- Perform all duties in the office or field required or directed by the City's administration or the City Engineer
- Provide design support services related to the water and wastewater infrastructure in the City
- Attend all meetings as directed by the City Engineer

DISTINGUISHING FEATURES OF THE CLASS:

Work involves contract administration, project management, inspection, and assisting the City Engineer with designs as needed. Work requires considerable judgment, initiative, and professional knowledge and involves responsibility for making technical decisions on construction projects. General supervision is received from the City Engineer through consultations, review of reports, inspections of work projects, and work evaluation.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of construction and contract administration; must be proficient in computer aided drafting (i.e. autocad); thorough knowledge of construction materials and of approved construction standards as related to structural designs and specifications; ability to instruct subordinate personnel in proper work methods and to supervise their work; ability to adapt approved construction methods and standards to the design and construction of a variety of public works projects; good physical condition; good computer skills; possess a valid Ohio Driver's License and have the ability to operate a light truck and manual transmission.

ACCEPTABLE EXPERIENCE AND TRAINING:

Must have successfully passed the Fundamentals of Engineering Exam as offered by the Board of Registration for Professional Engineers and Surveyors in the State of Ohio.

ESSENTIAL OSHA RESPONSIBILITIES:

Know and use safe work procedures. Shall take and complete additional training if required. Recognize job hazards and take proper precautions to assure safety for one's self, all fellow employees, and the surrounding public. Shall take and complete additional training if required. Inform his/her supervisor immediately of hazards, unsafe equipment, and/or acts, and recommend solution to correct deficiencies. Actively participate in safety programs and training. Immediately report accidents, injuries, and near misses to his/her supervisor. Report to work in a condition to be able to work safely. Accept, wear, and comply with using all safety attire and equipment required by OSHA.



Position Description

Position Title: Engineer III: Utilities Engineer
Department: Engineering
Salary Grade:
Barg Unit:
Reports to: City Engineer
FLSA:
Date Revised: 06/01/2021
Addendum:

GENERAL STATEMENT OF DUTIES:

Assist the City Engineer and provide engineering support services for the Utilities Department.

EXAMPLES OF WORK: (Illustrative Only)

- Assist professional, sub-professional, and other employees in the administration, and design of a variety of public works projects
- Give technical advice and confer with sub-department heads and private contractors
- Investigate citizen complaints
- Review and approve site plans, construction details, and contracts. Confer with, advise, and supervise inspectors of construction projects
- Work with engineering consulting firms in the preparation and management of projects as needed
- Represent the City in contracts with other governmental jurisdictions, contractors, and the general public on construction matters
- Perform project management and contract administration for construction projects for utilities infrastructure improvements as needed
- Perform all duties in the office or field required or directed by the City's administration and the City Engineer
- Provide design support services related to the water and wastewater infrastructure in the City
- Attend all meetings as directed by the City Engineer

DISTINGUISHING FEATURES OF THE CLASS:

Work involves contract administration, project management, inspection, and assisting the City Engineer with designs as needed. Work requires considerable judgment, initiative, and professional knowledge and involves responsibility for making technical decisions on construction projects. General supervision is received from the City Engineer through consultations, review of reports, inspections of work projects, and work evaluation.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of construction and contract administration; must be proficient in computer aided drafting (i.e., Autocad); thorough knowledge of construction materials and of approved construction standards as related to structural designs and specifications; ability to instruct subordinate personnel in proper work methods and to supervise their work; ability to adapt approved construction methods and standards to the design and construction of a variety of public works projects; good physical condition; good computer skills; possess a valid Ohio Driver's License and have the ability to operate a light truck and manual transmission.

MINIMUM QUALIFICATIONS:

Utilities Engineer III must be registered and entitled to practice in the State of Ohio as a Professional Engineer.

ESSENTIAL OSHA RESPONSIBILITIES:

Know and use safe work procedures. Shall take and complete additional training if required. Inform his/her supervisor immediately of hazards, unsafe equipment and/or acts, and recommend solutions to correct deficiencies. Actively participate in safety programs and training. Immediately report accidents, injuries, and near misses to his/her supervisor. Report to work in a condition to be able to work safely. Accept, wear, and comply with using all safety attire and equipment required by OSHA.