

ORDINANCE NO. 25-86

INTRODUCED BY: Mr. Smith

AN ORDINANCE ADOPTING A JOB DESCRIPTION FOR THE POSITION OF PROFESSIONAL ENGINEER IN AVON LAKE REGIONAL WATER AND ESTABLISHING THE QUALIFICATIONS AND DUTIES FOR SAID POSITION.

WHEREAS, it has been recommended by the Avon Lake Municipal Board of Utilities and the Human Resources Committee that a job description for the position of Professional Engineer in Avon Lake Regional Water be adopted.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF
THE CITY OF AVON LAKE, STATE OF OHIO:

Section No. 1: That the specifications, responsibilities, and duties applicable to the position of Professional Engineer in Avon Lake Regional Water shall be as shown in the job description, a copy of which is attached hereto and made a part hereof.

Section No. 2: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were taken in an open meeting of this Council, and that all deliberations of this Council and any of its committees, which resulted in such formal actions, were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section No. 3: That this Ordinance shall be in full force and effect from and after the earliest period allowed by law.

1st reading: 4/28/2025

2nd reading: 5/12/2025

3rd reading:

PASSED: 5/27/2025

/s/ Jennifer G. Fenderbosch
Council President

POSTED: 5/30/2025

APPROVED: 5/28/2025

ATTEST: /s/ Valerie E. Rosmarin
Clerk of Council

/s/ Mark A. Spaatzel
Mayor

Job Title: Professional Engineer

Organization: Avon Lake Regional Water

Immediate Supervisor: Engineering Services Manager

Positions Supervised: N/A

FLSA Status: Non-Exempt

Bargaining Unit: N/A

Civil Service Status: Unclassified

GENERAL RESPONSIBILITIES:

Under general supervision, perform office and field technical work, including but not limited to:

- Construction site inspection, data collection, and recordkeeping.
- Aid in infrastructure asset management, including geospatial and hydraulic modeling of the water and sewer systems.
- Assist in the design and drafting of sanitary sewer and/or waterline project plans and specifications.
- Apply elementary engineering, mapping, and surveying principles and techniques in performing these duties.

This is a multi-disciplinary role combining engineering, GIS/asset management, inspection, drafting, data analysis, and other skills into one, dynamic position. The person filling this role may not initially have all of the qualifications, skills, and abilities but will be required to gain most or all of them.

GENERAL QUALIFICATIONS:

1. College graduate from a four-year Accreditation Board of Engineering & Technology (ABET) approved program with a bachelor's degree in engineering (civil or mechanical preferred).
2. Must possess an Ohio Professional Engineer's License (P.E.) from the Board of Professional Registration for Engineers and.
3. At least four (4) years of experience in engineering work, preferably related to public infrastructure.
4. Possession of a valid driver's license and acceptable driving record.

SPECIFIC DUTIES

Under general direction from the Engineering Services Manager and/or Senior Staff Engineer, shall perform a variety of technical and routine tasks, including but not limited to:

1. Assistance with engineering design projects, including laying out water and/or sewer lines with AutoCAD, preparing specifications and bidding documents, developing construction cost estimates, overseeing bidding, and preparing permits to install.
2. Assistance with construction project administration, including construction oversight, change management, payment processing, and punch list/closeout.
3. Assistance in the development of computerized preventative/predictive maintenance and data management systems.
4. Assistance with routine GIS tasks, including performing data collection and management, preparing maps, datasets, and summary reports to support organization projects and programs. Analyze and perform quality checks on all Asset Management and GIS data.
5. Assistance with maintaining, updating, and verifying the hydraulic model of the water system.
6. Performance of field work associated with the duties above.
7. Assistance in updating and maintaining paper and computerized files, records, databases, and standards. Retrieval of and creation of drawings, reports, diagrams, charts, and maps.
8. Operation of a variety of office and technical tools and equipment necessary to best complete duties, including computers, printers, scanners, cameras, drafting, analysis, and surveying equipment.
9. Performance of additional functions/tasks as needed to assist other engineer staff.
10. Responses to occasional inquiries from public and/or other government officials, in and outside of the utility.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

The successful applicant should possess at a minimum the general qualifications, plus abilities to:

1. Fluently use AutoCAD and ESRI ArcGIS software.
2. Interpret and accurately follow both oral and written instructions, procedures, and supervisory direction.
3. Read and prepare engineering plans, specifications, legal descriptions, easements, maps, and software manuals.
4. Exhibit innovation, organization, and self-motivation while multitasking.
5. Ability to learn new tools, software, and processes as project needs dictate.
6. Ability to communicate effectively, orally, graphically, and in writing.

Within the first year, the successful applicant should learn and have:

1. Competency with engineering standards and practices of the utility.
2. Ability to familiarize with Ohio EPA permit-to-install (PTI), SWPPP, and Ten State Standards for Water and Wastewater requirements.
3. Skills in reading land descriptions, maps, drawings, charts, plans, survey records and notes and aerial photos.
4. Knowledge of principles and practices of file and records management.
5. Ability to perform standard and complex office/field tasks including inspection.
6. Knowledge of office and field quality control procedures.
7. Skills and knowledge of standard field practices and safety.
8. Proficiency in operating surveying equipment and software.
9. Ability to implement and follow the employer's quality standards as required.

The physical/mental demands described here are representative of the position to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Capability to work in any existing office, treatment plants, and field environments, on utility property or distribution/collection network.
2. Capability to talk and hear, stand, walk, use stairs, sit; use hands and fingers to handle or feel objects, tools, or controls, and reach.
3. Withstand noise level in the work environment (usually moderate and sometimes may be high in the field and at the plants).
4. Adequate hearing and speech to communicate effectively in person and over the telephone. Sufficient composure to interact with potentially abusive and/or irate customers and respond appropriately.
5. Capability to climb or balance, stoop, kneel, crouch, and reach.
6. Adequate vision abilities for close vision and the ability to adjust focus.
7. Capability to handle instrumentation with care and safety.
8. Capability to work independently or in a team environment.
9. Capability to work accurately and calmly under pressure, with ability to handle several tasks at the same time.
10. Capability to work safely without presenting a direct threat to self or others.
11. Capability to physically operate ordinary employer vehicles safely.
12. Ability to tolerate ordinary levels of exposure to chemical compounds found in an office environment, construction sites, water and wastewater treatment facilities, confined spaces, loud noises, construction hazards, dust and/or fumes, heavy equipment, hot and cold temperatures, and severe weather.
13. Possess sufficient mental capability to make independent decisions.
14. Ability to perform job duties on sites having limited access due to rough grading and/or in various stages of ongoing construction.
15. Capability of safely lifting and/or moving up to 50 pounds.
16. Availability to work overtime as needed.