

ORDINANCE NO. 25-59

INTRODUCED BY: Mr. Smith

AN ORDINANCE ADOPTING A JOB DESCRIPTION FOR THE POSITION OF CITY ENGINEER, ESTABLISHING THE QUALIFICATIONS AND DUTIES FOR SAID POSITION, AND REPEALING ORDINANCE NO. 188-90.

WHEREAS, it has been recommended by the Human Resources Committee and the Human Resources Director that a revised job description for the position of City Engineer 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 City Engineer shall be as shown in the job description, a copy of which is attached hereto and made a part hereof.

Section No. 2: That Ordinance No. 188-90 is hereby repealed.

Section No. 3: 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. 4: That this Ordinance shall be in full force and effect from and after the earliest period allowed by law.

1st reading: 3/10/2025

2nd reading:

3rd reading:

PASSED: 3/24/2025

1st Jennifer J. Fenderbosch
Council President

POSTED: 3/28/2025

APPROVED: 3/25/2025

ATTEST: *1st Valeria E. Rosmarin*
Clerk of Council

1st Mark A. Spatzel
Mayor



**City of Avon Lake, Ohio
Classification Specification
City Engineer**

JOB FAMILY	GRADE	FLSA STATUS	CLASSIFIED STATUS	PCN
Director		Exempt	Unclassified	

CLASSIFICATION SUMMARY
<p>Under the direction of the Mayor, the City Engineer directs and coordinates activities of the Engineering Department; monitors completion of the City's capital improvement projects; prepares annual budget requests; performs other related duties, as required; performs and supervises complex engineering work, which includes development of engineering conditions related to land use decisions and construction permits and oversight of capital projects; acts as a representative of the City in meetings with consultants, the public, and other agencies; supervises professional-level engineers and engineering support staff.</p>

ESSENTIAL DUTIES ¹	% OF TIME
Directs the activities of the Department, which includes overseeing the development and administration of projects, policies, procedures, programs, goals, and objectives, and presents them to executive management, Council, the public, and/or other interested parties, as necessary.	25
Supervises the Engineering Department staff, including preparing work schedules; directs and evaluates work/performance; manages training and professional development; enforces policies; and makes disciplinary recommendations.	20
Monitors construction of City capital improvement projects; serves as consulting engineer for other City departments.	15
Coordinates projects in the design and conception phases with City staff, government officials, consultants, architects, property owners, and/or other applicable parties.	15
Prepares annual budget requests for the Engineering Department and monitors expenditures.	10
Serves as a liaison between the Engineering Department and Council; attends Planning Commission and Council meetings and other commissions, boards, and civic and professional association meetings, as requested.	10
Conducts research; prepares and maintains records, reports, and other related documentation; and attends Planning Commission meetings.	5

¹ The essential duties, functions, responsibilities, and recommended Fair Labor Standards Act (FLSA) designation may vary based on the specific tasks assigned to the position.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

Bachelor's degree in civil engineering, or equivalent, and continuous five years active practice of civil engineering experience preceding appointment, 3 years of managerial experience

CERTIFICATIONS/LICENSES:

- Registration as a Professional Engineer in the State of Ohio
- Valid Ohio Driver's License or ID

KNOWLEDGE OF:

- Principles and practices of civil engineering
- City government structure and process
- Design and construction standards and methods
- Plan review, including site plan and grading plans related to planning commission duties
- Codes, standards, ordinances, and regulations governing public works projects
- Knowledge and completion of ODOT LPA courses
- Stormwater management plan review and SWPPP plan review, including calculation review for quantity and quality
- Preparing, evaluating, and implementing RFQ and RFP documents
- Creating bid manuals and specifications and administration of contracts
- FEMA and flood plain details and regulations
- Management principles and practices

SKILL IN:

- Exercising independent judgment
- Communicating effectively through speech and writing
- Collecting, analyzing, and interpreting data
- Identifying problem areas and formulating corrective measures
- Developing and maintaining working relationships with other City employees, associates, elected officials, civic groups, and the public

ADA AND OTHER REQUIREMENTS

This position typically requires climbing, balancing, stooping, kneeling, crouching, crawling, standing, walking, lifting, grasping, feeling, talking, hearing, seeing, fingering, and repetitive motion.

LIGHT WORK:

Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work, and the worker sits most of the time, the job is rated for light work.

WORKING CONDITIONS:

Works in a public building environment where the noise level is generally moderate and in a field environment at construction sites that include exposure to adverse weather conditions, heavy construction equipment, and traffic.

HOURLY/SALARY RANGE* AND BENEFITS **Subject to City Council approval*

- \$54.32 to \$80.72 hourly, or \$112,985.60 to \$167,897.60 annually
- Applicable benefits provided to full-time, non-bargaining employees, as declared in Codified Ordinance Chapter 260