

**Franklin County Board of Commissioners  
Classification Specification & Job Description**

<b><u>CLASSIFICATION TITLE:</u></b> Project Engineer	<b><u>CLASS NUMBER:</u></b> 50022	<b><u>FLSA:</u></b> Exempt
<b><u>AGENCY/DIVISION:</u></b> Sanitary Engineering	<b><u>JOB TYPE:</u></b> Full Time, Classified	<b><u>PROBATION PERIOD:</u></b> 180
<b><u>BARGAINING UNIT:</u></b> Non-Bargaining	<b><u>PAY GRADE:</u></b> N18	<b><u>POSITION CONTROL #:</u></b> Varies
<b><u>POSITION LOCATION:</u></b> 280 E. Broad St., 2 <sup>nd</sup> FL., Columbus, OH 43215	<b><u>TYPICAL WORK SCHEDULE:</u></b> Monday – Friday 8:00 AM – 5:00 PM	<b><u>SUPERVISOR (PCN):</u></b> Assistant Director (090002)
<b><u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u></b>		

**CLASSIFICATION PURPOSE:**

The primary purpose of the Project Engineer classification is to perform professional water and wastewater engineering work and to plan and manage a variety of projects.

**JOB DUTIES:**

Design and/or manage the design and construction of new facilities, system improvements, and rehabilitation projects under the supervision of the Assistant Director. Prepare or oversee the preparation of cost estimates, detailed specifications, requests for proposals, contract documents, and technical reports. Plan, coordinate, direct, and manage multiple engineering projects. Provide technical design and review of engineering plans from engineering consultants and private developers. Perform occasional field work such as construction inspection, fire hydrant flow testing, and sanitary sewer investigations.

Conduct feasibility studies and provide recommendations and input for improvements and expansion. Act as a liaison with field staff to evaluate the condition of water and sewer assets and develop projects and budgets for repair and/or rehabilitation of assets. Conduct hydraulic analyses of water distribution and wastewater collection/transmission systems. Provide recommendations for system improvements. Act as a liaison with the general public by issuing connection permits, answering queries on water and sewer service. Assist with the development and implementation of systems and standard operating procedures to improve the organization and efficiency of the department.

Establish and maintain working relationships with key regulatory agencies. Develop a sound working knowledge of applicable federal, state and local regulations. Provide liaison services with regulatory agencies, including preparation of permit applications and required reports. Assist in the preparation of the department's capital budget. Perform occasional on-call duty during critical project schedules. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of budgeting; safety practices; agency policy and procedures; government structure and process; engineering. Skill in equipment operation. Ability to deal with many variables and determine specific action; calculate fractions, decimals and percentages; understand manuals and verbal instructions, technical in nature; use proper research methods in gathering data; cooperate with coworkers on group projects; handle sensitive inquiries from and contact with officials; resolve complaints from government officials.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Any equivalent combination of relevant training and experience including but not limited to: Bachelor's degree in civil engineering or related field and/or construction management, administration, and inspection experience.

**Additional Requirements**

None Required.

**Supervisory Responsibilities**

Ability to assign, review, plan, and coordinate the work of other employees, to provide instruction to other employees, and to maintain department standards.

**UNUSUAL WORKING CONDITIONS:**

May be required to wear personal protective equipment (PPE) to perform duties.

**Acknowledgement of Receipt:**

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date