



POSITION DESCRIPTION
An Equal Opportunity Employer

Class Title:	Engineering Supervisor	FLSA Status:	Exempt
Dept./Div.:	Engineering	Civil Service Status:	Unclassified
Reports to:	Operations Manager	Employment Status:	Full-time
EEO Status:	First/Mid Offs & Mgrs	Normal Work Hours:	Day Shift
Employee Name:		DOT/O*Net	188.137-010

GENERAL DESCRIPTION:

Under general direction of the Director of Utilities, responsible for engineering and related facilities and equipment for utility departments and for supervising staff. Ensures the overall upkeep of Bryan Municipal Utilities (BMU) facilities infrastructure spatial data.

POSITIONS DIRECTLY SUPERVISED:

Engineering Assistant I; Engineering Assistant II; Engineering Assistant III; Utilities Locator/ Engineering Assistant.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Computers and general office equipment, plotters, surveying equipment.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

1. Accurately plan and implement procedures needed to oversee the operation of the engineering department; oversee engineering department systems and assure backup procedures; ensure appropriate tests are conducted and maintain files of the results; accurately plan and implement procedures needed; oversee and insure disaster recovery of engineering services.
2. Plan the utility construction and maintenance projects with departmental superintendents, contractors, city engineering, etc. Schedule and coordinate the work of his/her employees with other utility and city departments, contractors, businesses, and residents.
3. Perform complex administrative work in all phases of planning, construction, operation and maintenance for all utility department operations in strict compliance with all applicable laws and regulations. Perform the duties of an Engineering Assistant.
4. Prepare bid book in accordance with the Ohio Revised Code from Department Head specifications; maintain the necessary documentation showing proof of liability insurance, worker's compensation insurance coverage and other quality documents as needed for all contractors; serve as prevailing wage coordinator and ensures all appropriate documentation is received and recorded; maintain records of all engineering department information and prepare required reports.
5. Manage BMU's GIS/GPS data acquisition projects from BMU and outside contractors including field mapping the utilities systems and recording their relevant attributes using GPS surveying equipment and ESRI or AutoCAD software to collect and manage digital data. Responsible for updating the Geographic Information's Systems (GIS) and GPS work related to Bryan Municipal Utilities (BMU) infrastructure. Act as a liaison between Bryan Municipal Utilities and departments, staff, contractors, consultants, government agencies and the public to provide, gather and share GIS/GPS information as required. Including but not limited to Williams County, City of Bryan, Locating contractors, Ohio Utilities Protection Service (OUPS).
6. Investigate, resolve and report on complaints received regarding engineering functions.



7. Prepare and manage annual operating budget for the engineering department; manage inventories at appropriate levels with proper parts and materials; negotiate, maintain, and revise agreements and contracts.
8. Develop and maintain written departmental procedures; develop short and long range plans for Engineering Department and means of accomplishing these goals; assist other utility Department Heads and Director in planning and executing short- and long-range improvements; coach, train and develop employees for future development, including annual evaluations and disciplinary action when needed.
9. Works closely with and communicates professionally and openly with coworkers, management and customers providing friendly and efficient external and internal customer service; responds to requests for information and assistance and meets commitments.
10. Conform with and abide by all written and non-written regulations, policies, work procedures and instructions; ensures conformance and conforms to all safety rules and use all appropriate safety equipment.
11. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as assigned (i.e., assist other utility departments as needed; participate in required training as applicable; etc.).

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: (102) accounting; (104) budgeting; (108) inventory control; (200) drafting practices and techniques; (202) civil engineering; (204) water, electric, and communication system designs; (205) surveying techniques; (214) the National Electric Safety Code (NESC); (217) engineering methods and practices used in the construction, operation and maintenance of a municipal electric distribution system, broadband communication system, water distribution and treatment system, hydroelectric and turbine generation, and related components and facilities; (251) Bryan Municipal Utilities policies and procedures*; (257) applicable standards and regulations governing utility installations in the State of Ohio; (261) employee handbook and union contract*; (263) department policies and procedures*; (346) installation, operation and maintenance of the electric distribution system equipment, broadband communication system equipment, water distribution and treatment system equipment, hydroelectric and turbine generation equipment and facilities; (381) public relations; (385) promotion and marketing; (422) records management; (471) labor relations; (472) employee training and development; (477) proper safety practices; (490) supervisory principles and practices; (531) local geographical area.

Skill in: (905) computer operation; (909) adding machine or calculator operation; (958) motor vehicle operation; (960) use or operation of CAD, word processors, spreadsheets, data base programs, and other software; (966) organization.

Ability to: (601) carry out detailed written or oral instructions; (602) issue and follow detailed oral and written instructions; (609) recognize unusual and threatening conditions and take corrective action; (611) define problems, collect data, establish facts, and draw valid conclusions; (612) deal with nonverbal symbols in formulas, equations, or graphs; (614) exercise independent judgment and discretion; (617) determine material and equipment needs; (620) adapt to different tasks and working conditions during the course of the work shift; (621) efficiently and effectively supervise, coach, evaluate and discipline a number of employees in a manner conducive to high performance and morale; (630) read, copy, and record figures accurately; (633) calculate fractions, decimals, and percentages; (634) calculate statistics; (635) apply concepts of algebra and/or geometry; (636) apply concepts of trigonometry; (652) complete routine forms; (653) prepare routine correspondence; (654) prepare accurate documentation; (656) prepare maps, charts, graphs, or plans; (657) compile and prepare reports; (670) clearly communicate verbally and through written documents with clear, accurate, and organized thoughts using proper sentence construction, punctuation, and grammar; (684) communicate effectively; (685) train or instruct others; (700) recognize safety warnings; (704) read and interpret documents such as operating and maintenance instructions, and procedure manuals; (706) understand a variety of written and/or verbal communications; (708) read engineering drawings; (724) maintain records according to established procedures; (744) handle sensitive inquiries from and contacts with officials and general public; (774) use survey equipment in the planning of utility projects; (779) safeguard information of a sensitive or confidential nature.

QUALIFICATIONS: An example of acceptable qualifications:



Position requires a high school diploma; a Bachelor’s Degree in engineering or business from an accredited college; 7 to 10 years of experience in an engineering department with supervisory responsibilities; experience in the use of computers, including Microsoft Office and CAD software; or an equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Valid state driver’s license.

WORKING CONDITIONS:

Facility and Work Area:

The work is performed in an office setting with good working conditions, however, is occasionally exposed to noise, dust, heat and other elements when job duties require incumbent to go to visit department projects or field work.

Physical and Environmental Characteristics:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This is primarily an office position with employee working in a controlled office environment and occasionally performing his/her duties in the field at work projects.

The employee:

- Is required to sit, talk, and hear.
- Answers telephone calls and occasionally bends, reaches, and pushes and pulls file drawers to file records and reports.
- Moves within and outside of the building to collect, deliver, and copy data and documents.
- Uses a computer terminal to access, input, and retrieve data.
- Small amount of physical demand; periodic lifting or moving of lightweight materials, or occasional lifting of or moving of average weight materials.
- Works in inclement weather, around energized electrical equipment, high voltages, noxious odors and fumes, and noise.
- Sustained periods of close, fixed mental and visual attention for at least fifty percent of the time.
- Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light work.
- In cases of emergency, unpredictable situations, and/or department needs, the employee may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. This position description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

The position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The duties listed in this document are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This document does not create an employment contract, implied or otherwise, and may be amended at any time.

My signature below signifies that I have reviewed my position description and that I understand the contents of my position description.

Supervisor Signature

Date

Employee Signature

Date