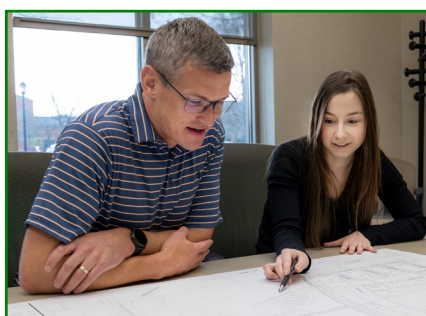


ASSISTANT CITY ENGINEER

JOB ANNOUNCEMENT



imaginemason.org

Mason Community Profile

The City of Mason is considered one of the most desirable communities in the Cincinnati metropolitan area and has earned a reputation as a progressive, innovative community. The city is a destination for corporations seeking a thriving business environment and for families desiring attractive neighborhoods and nationally ranked schools. It is located in the southwest portion of Ohio, 22 miles northeast of Cincinnati and 30 miles south of Dayton.

Originally settled as the village of Palmyra in 1815 by Major William Mason, the community was renamed in his honor 20 years later. Incorporated in 1971, Mason is now one of Ohio's fastest growing cities and has over 35,000 residents. Its 19+ square miles are about 85% developed with a mix of businesses, commercial areas, and attractive residential neighborhoods with a wide range of housing types. A comprehensive planning process for the development of the city has helped preserve its small-town feel even as it has evolved into a modern city with attractive amenities.

Mason is strategically located between the Cincinnati region's two most vital commerce corridors, Interstates 71 and 75, just north of the I-275 beltway. Businesses and residents have easy access to the metropolitan centers of Cincinnati and Dayton.

For air travelers, the Cincinnati/Northern Kentucky International Airport in northern Kentucky is about forty-five minutes away. Major regional and commuter airlines provide non-stop or direct service to cities in the United States, Canada, and Europe. Dayton Airport in Ohio is also about forty-five minutes away, and Port Columbus, Ohio, is about 90 minutes away. Private airports in Cincinnati (Lunken Field) and Warren County are nearby.

Almost all of the City is served by the Mason City School District, which has earned a perfect score and an "Excellent/Effective" rating on the state report card each year since 2000. It serves approximately 10,000 students. The City also has two private

schools that educate about 1,000 students in grades one through eight. Higher education opportunities are available locally at Sinclair Community College in Mason and Miami University's regional campus in West Chester. Main campuses within commuting distance are the University of Cincinnati, Miami University of Ohio, and smaller, private colleges.



Almost all of the day-to-day needs of families can be found right in the City, from grocery stores to professional offices. Four regional shopping centers are within a 20-minute drive.

Residents of the City of Mason have many recreational opportunities available at their doorstep. Two public golf courses, Great Wolf Lodge, the Mason Municipal Aquatic Center and Kings Island amusement park all lie within City boundaries. The city is also home to the annual Cincinnati Open, a championship men's and women's tennis tournament. Eight City parks cover over 300 acres and include fishing lakes, walking trails, ball fields, tennis courts, picnic shelters, and playgrounds. Mason Community Center is one of the largest public recreation facilities in the state. It has a competition pool, leisure pool, gymnasium, field house, fitness area, walking track, senior center, café, and classroom and meeting areas. A continually expanding network of bike paths connects neighborhoods to schools, parks, and downtown.

Growth and development in Mason is expected to continue to meet or exceed the average growth of the economy because of Mason's physical location, developable terrain, municipal facilities, services and utilities, and the progressive attitude and actions of City Council, administration, and citizens.

Government in the City of Mason

Mason has a council/manager form of government. City Council hires the city manager, who is charged with administering the operations of city government and implementing policies enacted by Council. The city's charter establishes guidelines for its operations.

The legislative body of Mason consists of a mayor and six council members who are elected at-large on a nonpartisan basis to serve 4-year terms of office, with a limit of two consecutive terms. The mayor is a council member elected by his or her fellow council members and serves as the executive head of council. The council also selects the vice mayor, who performs the duties of the mayor in his or her absence.

The council/manager form of local government combines the strong political leadership of elected officials in the form of council, with the strong managerial experience of an appointed city manager. The mayor and council members are the leaders and policy makers elected to represent the community and to concentrate on policy issues that are responsive to citizens'

needs and wishes. The city manager provides policy assistance and ensures that the entire community is being served. The city manager carries out Council policies as he or she manages the day-to-day operations of the city with support from the city manager's immediate staff, including the assistant city manager, human resources director, economic development staff, public information officer, information technology manager, and department heads. He or she has full authority over the appointment and removal of all municipal personnel.

Department heads are responsible solely to the city manager for carrying out the mission and responsibilities of their departments. Department heads include a finance director, service director, city engineer, parks and recreation director, public utilities director, public works director, safety director, police chief, and fire chief. The department heads, together, with the immediate administrative team, make up the city manager's leadership team.

Assistant City Engineer

This Job Announcement outlines factors of qualifications and experience identified as necessary and desirable for candidates to possess who are applying to the above position as well as provides background information on the community and the City of Mason.

Importantly, this Job Announcement will be used as a guide in the recruitment process, providing specific criteria by which all applications will be screened and individuals selected for the interview and appointment consideration.

Candidate Qualifications Profile

Hiring Range: \$97,178 TO \$118,119
Classification: Classified
Reports To: City Engineer
FLSA: Exempt
Posted: March 20, 2024
Department: Engineer and Building
Status: Full-Time
Working Hours: 40 hours per week

General Statement of Duties and Distinguishing Features of Class

This is responsible supervisory professional engineering work in the investigation, location, design, and construction of public works projects in the Engineering Division of the City of Mason's Building and Engineering Department. This position is distinguished by its supervisory nature and a wider variety of assigned projects and a greater degree of technical difficulty in assigned tasks. The work is performed under the general direction and supervision of the City Engineer but extensive leeway is granted for the exercise of independent judgment. Direction and supervision may be exercised over the work of other employees on a project basis as assigned by the City Engineer. In the absence of the City Engineer, the Assistant City Engineer directs and administers the activities of the Engineering Division.

This is a public service job based in trust, credibility, and competency. It is a critical requirement of this position that the incumbent displays the desire and ability to perform and behave (on duty, as well as off duty) in a manner that does not damage or endanger the loss of trust with the public, co-workers, and other public safety forces. Candidate must meet the following qualifications and requirements at time of appointment.

Examples of Work (Illustrative Only)

- Acts as assistant to the City Engineer in a wide variety of administrative, technical and professional assignments;
- Prepares special reports for the City Engineer on construction, maintenance and general works problems and participates in the planning of future activities and operations of the Engineering Division;
- Develops plans for major civil engineering projects, supervising and participating in project design and preparing detailed specifications for such projects;
- Assigns, supervises and checks the work of Civil Engineers and Engineering Technicians in the execution of pre-layout surveys, plans, pay estimates and construction inspection of work in progress;
- Designs and oversees a wide variety of projects related to municipal improvements from planning stage to the completion of plans and specifications, making work estimates, quantity calculations and a variety of decisions requiring a high level of technical and professional knowledge of engineering principles, methods and techniques;

- Oversees contract administration, including bid reviews, pay estimate preparations, interpretations of plans and specifications discrepancies, verification of constructed quantities and review of contract compliance with regulations pertaining to state and federal set-asides and goals;
- Conducts street designing and street needs studies, works in cooperation with state transportation officials and others to complete technical analyses of the necessity of new streets and modifications of existing streets and designs approved streets;
- Maintains city-wide maps, plans and thoroughfare plan;
- Contributes traffic engineering principles to the design of traffic signals, signs, street lights and maintenance of traffic;
- Responsible for as-built drawings;
- Prepares estimates for capital funding projects;
- Works with the City Engineer to develop access management regulations;
- Develops and issues procedural instructions to inspectors;
- Spends time in the field when a project is under construction, working with the inspectors to give them engineering support and help make recommendations regarding field changes;
- Reviews technical literature for the materials and techniques to include in construction projects;
- Performs duties of City Engineer when necessary;
- Provides technical assistance to the public and to other municipal divisions and departments;
- Maintains relevant hardcopy and computer records and files, including, but not limited to construction project files and inspection reports;
- Answers and responds to public inquiries and complaints and refers matters to appropriate City Dept. or other public agencies;
- Determines when field testing is needed and is ready to approve or deny field change orders;
- Attends meetings, conferences, and workshops as requested and authorized;
- Performs related work as required;
- Assists City Engineer in preparation and administration of Engineering Division budget, bi-monthly activity reports to the City Manager, year-end reports and employee evaluations';
- Develops and implements department policies and procedures in accordance with overall guidelines established by the City Engineer.

Skills, Knowledge, and Abilities: The following is preferred

- Thorough knowledge of the principles, practices and techniques of professional civil engineering;
- Thorough knowledge of construction and related maintenance design, methods, materials and techniques;
- Thorough knowledge of and skill in the use of computer applications for word processing, spreadsheet, database and surveying and engineering purposes appropriate to assigned duties, specifically AutoCAD;

Candidate Qualifications Profile (Continued)

- Thorough knowledge of traffic engineering principles and guidelines;
- Thorough knowledge of construction engineering principles, practices and procedures;
- Thorough knowledge business mathematics, including algebra, geometry, and trigonometry;
- Skill in the accurate use of drafting instruments and computers and the ability to instruct others in their use;
- Ability to plan, organize, prioritize, direct, supervise, motivate and evaluate the work of others;
- Ability to make complex and difficult field and office engineering computation quickly and accurately;
- Ability to read and interpret complex engineering plans and to understand and follow specifications;
- Ability to communicate well with City engineering employees and supervisory personnel, property owners, contractors, subcontractors and the general public;
- Ability to prepare accurate and reliable reports containing technical data, findings and conclusions;
- Ability to use logical thought processes to develop solutions according to written specifications and oral instructions;
- Ability to perform a wide variety of difficult technical tasks with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information.

Physical Requirements:

- Clarity of speech and hearing which permits the employee to communicate well with City employees, supervisory personnel, property owners, contractors, subcontractors and others regarding assigned projects;
- Sufficient vision, with or without correction, which permits the employee to perform skilled engineering work by manual and computer drafting and to review a wide variety of written manuals;
- Sufficient manual dexterity which permits the employee to use drafting equipment and operate a computer keyboard and to physically inspect and survey both vacant and improved properties;
- Sufficient personal mobility which permits the employee to visit and inspect engineering and construction projects throughout the City, including properties with rough terrain.

I understand this position is a position at will, and nothing in this job description and no oral statements made to me in connection with this job description can be construed as a contract of employment.

Training/Education Qualification:

- Required: Registration as a Professional Engineer as granted by the State of Ohio;
- Considerable experience in the practice of civil engineering at the project manager level, preferably with a city or county government including some supervisory experience over the work of both sub-professional and professional engineering personnel; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities required to perform the work.

City Mission Statement

We are driven to make a difference. We work responsibly, speak honestly, act compassionately, and stand accountable to those who entrust us with their lives, their families, their livelihood, and their dreams. Together—through the guidance of our community and the initiative of our employees—we make the difference that promises Mason an even better tomorrow.

Benefits Profile

- Public Employees Retirement System: 14% contribution paid by the City of Mason, 10% by employee.
- High deductible insurance plan with optional HSA. Employee portion of the plan is \$85/month single, \$170/month family. City of Mason owns its own insurance plan. Effective thirty days after hire.
- Dental & Vision combination coverage of \$3,100 or \$4,500 for \$100 per month or less.
- Vacation - 80 hours for year one through year four; 120 hours for the fifth through the ninth year, and 160 hours for the tenth and subsequent years. Contract employees to follow contract.
- Sick leave - Accrual rate of 8 hours of sick leave for every 30 days worked (sick leave may not be taken while on probation). Sick leave does not accrue until employee has successfully completed 6 months of employment.
- Life insurance policy of \$50,000 during employment (city pays premium), with option to purchase for family members at a discounted rate.
- Funeral leave - up to three days.
- Probationary period of six months.
- Deferred compensation available (no match).
- Approved and related continuing education paid at 50% after completion of probationary period.
- Financial and professional support of related affiliate associations and membership.
- Earnings tax withheld - 1.12%
- Comprehensive wellness program available to all full-time employees with opportunities HSA contributions and other incentives.

This is a Job Announcement and not an individualized job description. A Job Announcement defines the general character and scope of duties and responsibilities. The Job Announcement is not intended to describe and does not necessarily list all the essential job functions for a given position.

No part of this Job Announcement is meant to imply a contractual relationship for the respective position and no person may alter this non-contractual relationship at any time.

Application Requirements

Applications for this position must be filled out online by visiting imaginemason.org and going to the employment page. It will take about two hours to complete the application and assessment tests. Applications must be submitted prior to the closing date listed above the candidate qualifications.

A résumé will not be accepted in lieu of requested material. Additional documentation will not be accepted at this time; any forwarded will be destroyed.

Please Apply Online

imaginemason.org

*Equal Opportunity Employer
Women, Minorities, and Others are Encouraged to Apply*