

1 ORDINANCE NO. 2011-075

2 SPONSOR Mr. Pry

3  
4 DATE March 7, 2011

COMMITTEE Personnel

5  
6 **An Ordinance adopting the classification, classification specification and salary schedule**  
7 **for the exempt unclassified position of Engineer Project Manager #64018, and amending**  
8 **Section 169.03 of the Codified Ordinances, entitled "Ethics In Public Employment", to**  
9 **include this position under the duties and prohibitions of that code section, for the**  
10 **Engineer, and declaring an emergency.**

11  
12 WHEREAS, County Council has the authority pursuant to Article III, Section 3.03(10) of  
13 the Charter of the County of Summit and Sections 169.08, 169.09, 169.10, and 169.11 of the  
14 Codified Ordinances of the County of Summit, to establish classifications, classification  
15 specifications and pay/salary schedules for all County employees; and

16  
17 WHEREAS, the County Engineer requests that the classification, classification  
18 specification and salary schedule for the exempt unclassified position of Engineer Project  
19 Manager #64018 be approved by this Council; and

20  
21 WHEREAS, this Council has determined by reviewing all pertinent information that  
22 adopting the classification, classification specification and salary schedule for the exempt  
23 unclassified position of Engineer Project Manager #64018, is necessary and in the best interest of  
24 the County of Summit.

25  
26 NOW, THEREFORE, BE IT RESOLVED by the Council of the County of Summit, State  
27 of Ohio, that;

28  
29 SECTION 1

30  
31 The following classification is hereby approved, designated as exempt unclassified and  
32 assigned the following salary schedule and pay code:

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34 **ENGINEER PROJECT MANAGER #64018**

35

<u>Table Code</u>	<u>Pay Grade</u>		<u>Minimum</u>	<u>Mid-Point</u>	<u>Maximum</u>
CD	4	<b>Annual</b>	\$65,707.20	\$83,595.20	\$101,504.00
		<b>Bi-Weekly</b>	\$2527.20	\$3215.20	\$3904.00
		<b>Hourly</b>	\$31.595	\$40.19	\$48.80

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37  
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39  
40 SECTION 2

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42 The classification specification for the aforementioned classification, which is attached  
43 hereto as Exhibit A and incorporated herein as if fully restated, is hereby approved.

44  
45 SECTION 3

46  
47 Section 169.03 of the Codified Ordinances of the County of Summit, entitled "Ethics of  
48 Public Employment," is hereby amended as follows:  
49

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2 PAGE TWO

3  
4 SECTION 3 (cont'd.)

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6 **"169.03 ETHICS IN PUBLIC EMPLOYMENT**

7  
8 (b)(2) Duty to File Disclosure Statement with Human Resource Commission. The  
9 following employees shall file an annual financial disclosure statement with the Human  
10 Resource commission on a form prescribed by the Commission:

11  
12 \*\*\*Engineer Project Manager."

13  
14 SECTION 4

15  
16 The 2011 Report on Staffing is hereby amended to add the position of Engineer Project  
17 Manager to the list of staff for the Engineer's office.

18  
19 SECTION 5

20  
21 The Ordinance is hereby declared an emergency in the interest of health, safety and  
22 welfare of the citizens of the County of Summit, and for the further purpose of immediately  
23 approving the classification, classification specification and salary scheduled for the exempt  
24 unclassified position of Engineer Project Manager

25  
26 SECTION 6

27  
28 Provided this Ordinance receives the affirmative vote of eight members, it shall take  
29 effect immediately upon its adoption and approval by the Executive; otherwise, it shall take  
30 effect and be in force at the earliest time provided by law.

31  
32 SECTION 7

33  
34 It is found and determined that all formal actions of this Council concerning and relating  
35 to the adoption of this Ordinance were adopted in an open meeting of this Council, and that all  
36 deliberations of this Council and any of its committees that resulted in such formal action, were  
37 in meetings open to the public, in compliance with all legal requirements, including Section  
38 121.22 of the Ohio Revised Code.

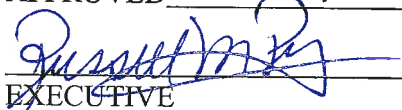
39  
40 INTRODUCED February 14, 2011

41  
42 ADOPTED March 7, 2011

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44  
45 CLERK OF COUNCIL

  
\_\_\_\_\_  
PRESIDENT OF COUNCIL

46  
47 APPROVED March 7, 2011

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\_\_\_\_\_  
EXECUTIVE

March 7, 2011  
\_\_\_\_\_  
ENACTED EFFECTIVE

50  
Voice Vote: 10-0 YES: Comunale, Crawford, Feeman, Kostandaras  
Kurt, Rodgers, Roemer, Schmidt, Shapiro, Smith ABSENT: Prentice

**TITLE: Engineer Project Manager**  
**CODE:**

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**JOB RESPONSIBILITIES:** Under policy and administrative direction from the Engineer and the Chief Deputy Engineer; holds position of trust in representing the Engineer with state and federal government offices of DOT or EPA as related to multiple and self performed projects; administration and development of environmental, highway, bridge, and hydraulic studies, design, and construction; determines agendas and conducts related project meetings. Incumbent may perform professional and specialist level engineering work directly related to inspecting and maintaining the bridge infrastructure for the County. Incumbent may coordinate and supervise development and engineering activities associated with bridge repair/replacement.

**Performs other related duties as required**

**QUALIFICATIONS:** Bachelor's Degree in civil, or chemical, or mechanical, or electrical engineering as required. Current registration and licensed as a Professional Engineer with the Ohio State of Registration for Professional Engineers plus ten (10) years of proven experience which includes four (4) years managing construction projects and the related maintenance thereof.

**NOTE:** Additional professional certification may be required for holding the position to be filled.

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**ILLUSTRATIVE DUTIES:** (The duties listed below are intended to depict % of time tasks performed by this classification).

- 50-65 (1) Manages and directs activities of project work on behalf of the Local Project Authority; negotiates and administers extensive multiple consultant, planning, study and design contracts under grant or local budget guidelines; supervises and administers construction operations and maintenance contracts; assists in other projects and in multiple areas of responsibility as may be directed by the Appointing Authority; acts on behalf of or in the place of the Appointing Authority with regard to projects when required.
- 15-25 (2) Directs studies and research projects leading to new and approved methods of design, construction and materials used in and support of the jurisdiction's overall project efforts; establishes, maintains, and approves accurate records of technical information, engineering calculations and standards; develops and recommends annual objectives, plans, budgets, and grants available and necessary to complete/initiate project;

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improvement provides feasibility position papers and cost estimates for proposed projects.

- 5-15 (3) Meets with officials, jurisdiction authorities, and other interested parties on behalf of the Appointing Authority to inform them of current and proposed public projects; represents the local project authority with federal and state EPA, DOT, and other related public work authorities.
- 15-25 (4) Responsible for developing and recommending engineers and technicians that in quality, technical competence and depth, assures excellence in performance and continuity of a project team and the management thereof; supervises engineers and technicians and inspectors assigned to projects. Reviews and certifies reports.
- 5-15 (5) Researches Federal and State grant programs and develops grant proposals; coordinated preparation and passage of project legislation in cooperation with the jurisdiction's legal counsel.
- 10-20 (6) Reviews, evaluates and approves construction project(s) plans, specifications and plats; makes recommendation and project correction statements; monitors implementation of recommendations.

**KNOWLEDGE, SKILLS, AND ABILITIES** necessary to perform duties (\*Indicates developed after employment).

**Extensive knowledge of** (a) modern design for highway and bridge construction/improvement/maintenance, sanitary sewers, water/wastewater treatment distribution (for the position to be filled), (b) management practices and administrative methods (construction project management), (c) techniques and practices of engineering as related to public works projects, (d) federal, state and local laws, codes and ordinances related to public works engineering, (e) water hydraulics, (f) engineering mathematics, (g) structural design, (h) EPA/DOT rules and regulations plus other laws and design standards related to water/wastewater treatment and distribution, or highway/bridge design, (i) construction specification, techniques and materials; **comprehensive knowledge of** (j) construction estimating and budgeting, (k) statistical analysis, (l) department policy & procedure\*, (m) safety standards and procedures (OSHA), (n) engineering graphics, (o) supervisory techniques; **thorough knowledge of** (p) public speaking, (q) public relations, (r) government structure and process\*; **exceptional ability to** (s) establish and maintain effective relationships with federal, state, local officials, consultants, contractors, and the community, (t) plan, manage and direct numerous extensive and complex public works projects and programs simultaneously, (u) communicate effectively; **ability to** (v) read, interpret and evaluate a variety of construction and design plans, manuals and specifications and draw valid conclusions, (w) apply concepts of geometry, trigonometry, algebra, calculus, and other computations, (x) prepare comprehensive, technical reports, grant proposals, and position statements, (y) travel to and gain access to work site.