

The Civil Engineer manages the design, bidding and construction of capital construction projects including civil engineering oriented tasks, legal documents and in-house consultation.

- Regular and predictable attendance is expected and required. All Cleveland Metroparks employees must be prepared to work flexible schedules, including evenings, weekends, and/or holidays as required.
- Manages access permits: Responds to permit requests; signs the permit document on behalf of the Board; manages the creation of easement documents when necessary; manages coordination between the Park and outside agencies.
- Plans, designs, bids and manages construction contracts, in-house and contracted: Completes or finalizes the concept for capital construction projects, collaborative projects with other disciplines, consultant contracts, and projects constructed by in-house crews; takes concept through bidding and construction plans, drafting plans using AutoCAD, selects products and specifications, includes ADA design requirements, bid book assembly or manages assembly by others; negotiates with adjacent property owners when necessary; manages the bidding process, conducts pre-bid conferences, drafts the Board agenda item for award, oversees the contract process, conducts pre-construction conference and manages the construction contract through punch list until final close out, including field inspection and documentation, progress meetings and reports, and Park blogs; applies and acquires and required permits; handles invoice verification, change order negotiation, field engineering; manages grant requirements when applicable.
- Manages bridge inspection and Capital Improvement Program: Manages FHWA annual bridge inspection program, including RFQ, RFP, consultant proposal evaluation and selection, negotiates fees, drafts Board agenda item and manages consultant contract for public vehicle bridges and culverts to which this program applies; handles reports, researches reference information and determines scope of repair projects, including design drawings and specifications; manages consultant contracts, bidding, and construction of capital bridge repair and replacement projects; prepares forward capital planning reports including cost estimates; handles invoice verification.
- Manages the Backflow Preventer Program: Handles annual testing and repair program for devices throughout the Park mandated by state health regulations, including bid documents and contractor control; creates and maintains inventory spreadsheets used to track test results, repair costs, location for back charging the proper office; reviews repair/replacement proposals and verifies invoices.
- Manages the Marina Dredging and NPDES Program: Manages USACE permitting process, including ODW and NPDES permitting with Ohio EPA; assembles bidding documents and bids; drafts Board agenda items; schedules, tracks quantities in the field; oversees permit requirements for harbor dredging program for all marinas in Park system.
- Oversees Dam Management and Planning Program: Creates emergency action plans and operations and maintenance plans; coordinates safety inspections with ODNR; manages design and analysis projects; maintains database of historical records; advises Park Operations on maintenance and repair items.
- Evaluates facility condition and provides analysis: Visits buildings, decks, culverts, bridges, water lines, sewers, drainage, or any other structure or Civil Engineering system throughout Park and documents condition; provides advice or direction on rehabilitation, repair, or removal; creates cost estimates, designs and calculations, including written

reports and hydrologic and hydraulic calculations and evaluation; responds to unusual events such as floods, petroleum leaks, or geologic hazards such as landslides, retaining wall failures, and roadway collapses and coordinates with environmental regulatory agencies such as Ohio EPA, US EPA, US ACE, and US Coast Guard.

- Keeps direct supervisor promptly informed of key/significant issues or concerns.
- Carries out duties and responsibilities in a safe and efficient manner to maintain a safe work environment and surrounding area for oneself, co-workers and public. Responds to hazardous situations and/or potentially unsafe conditions by taking corrective action as capable and promptly notifying supervisory personnel.
- Updates and enhances own knowledge by involvement in continuing education for professional growth (i.e., attends relevant conferences, seminars, in-service trainings, and certification programs)
- Performs related duties as assigned or apparent.

Qualifications

- Bachelors Degree in civil engineering or a related field required; a minimum of ten years of progressively responsible experience in managing complex project requirements from start to completion with little to no supervision or direction, to include lead or supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- Must possess and maintain a valid driver's license under the laws of the State of Ohio and a Professional Engineer License for Ohio.
- Experience with AutoCAD drafting, working with legal documents and property deeds, field identification of subtle structural deterioration in wood and concrete, geotechnical engineering, and field surveying.
- Ability to manage the financial aspect of project management.
- Ability to work effectively with multiple disciplines toward a common goal.
- Ability to develop and maintain effective working relationships with stakeholders, including employees and the general public.
- Ability to speak and write clearly, concisely and persuasively using correct grammar, spelling and punctuation with ability to communicate one-on-one or in group settings.
- Ability to perform work with a high degree of accuracy and organization.
- Management skills and strong business acumen, including problem solving, vision, ability to manage multiple programs and meet deadlines, collaboration, leadership, decision making and ability to analyze diverse facts and develop clear and concise reports and recommendations.
- Ability to work cooperatively with others.
- Proficiency in software programs including all Microsoft Office programs.
- Mature professional attitude and considerable discretion, including ability to manage confidential information.
- Ability to perform with considerable independence and initiative.

Salary: \$66,269 - \$99,403 annually

Filing Deadline: 5/31/2019

To Apply: Visit our career site at

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