

CITY OF AUDUBON PARK, KENTUCKY
MUNICIPAL ORDER
Series 2021, Number 6

An Order designating the Civil Engineer

WHEREAS, the Civil Engineer is established by the attached job description; and

WHEREAS, nominees duly qualified under the Code have been duly appointed to this position by the Mayor, and subsequently confirmed by the City Council;

NOW THEREFORE be it ordered by the City of Audubon Park that;

Mark Adams

Is enjoined to take office as Civil Engineer, and to perform the duties of this office from the 17th day of May 2021; and to continue in this office at the pleasure of the Mayor, as prescribed by law.

CITY OF AUDUBON PARK, KENTUCKY

Action by the Council:

	Motion	Second	Aye	Nay	Abstain	Absent
Bozeman		✓	✓			
Hartman			✓			
Klump			✓			
Schwenker			✓			
Shackleton			✓			
Stephen	✓		✓			


TONY WILLIAMS, Mayor

ATTEST:

To be a true appointment accepted by the City Council of the City of Audubon Park,

Kentucky, and accepted by the Mayor, on this 17th day of May, 2021.


JANETTE MERCER, City Clerk/Treasurer

AUDUBON PARK CIVIL ENGINEER

TITLE: Civil Engineer
REPORTS TO: Mayor
POSITION TYPE: Part-Time

SUMMARY DESCRIPTION

A Civil Engineer position with the administrative responsibility in the planning, design and construction of various Public Works projects.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Plans and coordinates the flow of work to Engineers, Surveyors, Technicians, Inspectors, Drafting personnel, and/or 3rd parties to ensure projects are handled in a professional matter from inception to completion.
2. Assist Public Works with technical administrative matters.
3. Coordinates and acts as a liaison between the City and other governmental agencies such as but not limited to LG&E, MSD, and Louisville Water Company in the execution of Public Works projects.
4. Administers and completes capital improvement projects as assigned.
5. Supervises and oversees the overall project design and construction documents for in-house projects and consultant design projects.
6. Directs personnel regarding methods and procedures for engineering design, field inspections, construction management and permitting processes.
7. Oversees the Public Works engineering plan review process ensuring compliance with established ordinances, regulations and procedures.
8. Make presentations to the City Council and/or Mayor regarding projects or items requiring approval.
9. Conduct field reviews.

10. Prepare a variety of reports, correspondences, etc. as needed.
11. Conforms with and abides by all regulations, policies, work procedures and instructions.
12. Performs other related tasks as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

The practices and principles of civil engineering and land surveying.
The design construction, maintenance, and operation of public works projects such as roads, sidewalks, water, drainage, and sewer systems.
Modern developments, current literature, and sources of information in public works engineering.
Principles, techniques, and practices of hydrology and hydraulic engineering pertaining to flood control, drainage, and water conservation.
Traffic engineering principles, practices, and traffic/motor vehicle laws.
City services and organizational structure as they relate to civil engineering.
Legal actions applicable to civil engineering.
Principles and procedures of record keeping.
Methods and techniques of business correspondence and technical report preparation.
Modern office procedures, methods, and equipment including computers and supporting word processing and spreadsheet applications and relevant engineering software programs.
Occupational hazards and standard safety practices.
Geographic features and locations within the area served.

Ability to:

Independently perform a full range of engineering duties.
Perform difficult engineering computations and make comprehensive recommendations on engineering problems.
Use civil engineering instruments and equipment.
Prepare accurate and detailed documentation of investigation findings.
Maintain complex logs, records, and files.
Research, compile, and collect data.
Prepare clear and concise technical reports.
Make oral and/or written presentations and testify in court.
Work independently in the absence of supervision.

Read and interpret legal documents and descriptions.
Understand and follow oral and written instructions.
Type and enter data accurately at a speed necessary for successful job performance.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment:

Indoor and outdoor environments; work alone; travel from site to site; incumbent may be exposed to noise, dust, inclement weather conditions, and potentially hostile environments.

Physical:

Primary functions require sufficient physical ability and mobility to work in an office and field environment; to stand, stoop, reach, bend, kneel, squat, climb ladders, and walk on uneven terrain, loose soil, and sloped surfaces; to lift and/or carry light weights; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; ability to operate a vehicle to travel to various locations; and to verbally communicate to exchange information.

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the City Engineer position and I certify that I can perform these functions.

Signature Mark W. Adams Date 5-18-21