

**TOLEDO-LUCAS COUNTY PORT AUTHORITY**

**POSITION DESCRIPTION**

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<b>POSITION TITLE:</b>	<b>PROJECT ENGINEER / PROJECT MANAGER</b>
<b>FLSA CATEGORY:</b>	Exempt
<b>DIVISION:</b>	Planning, Engineering, and Operations
<b>IMMEDIATE SUPERVISOR (TITLE):</b>	Director of Facilities & Development Services
<b>POSITION(S) DIRECTLY AND/OR INDIRECTLY SUPERVISED:</b>	None

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**POSITION OBJECTIVES:**

1. To perform the necessary drafting and other technical assistance required to support the function of the Planning, Engineering, and Operations division.
2. To assist with the implementation and management of projects at all levels, including concepts, design, construction, and reporting.

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**QUALIFICATIONS:**

1. Certified as a Professional Engineer (PE) in Ohio
2. Bachelor of Science in construction technology or engineering discipline;
3. Knowledge of construction materials and methods, including building codes;
4. At least two (2) years of construction inspection, project coordination and management experience, preferably with a government agency;
5. Completion of U.S. Department of Labor Occupational Safety and Health Administration (OSHA) 30-hour course in construction or general industry safety and health hazards preferred;
6. Proficient in AutoCAD software;
7. ArcView GIS knowledge and experience preferred;
8. Ability and willingness to learn and accept new responsibilities as experience is gained;
9. Valid Ohio driver license;
10. Satisfactory results on pre-employment and post-employment psychological and physical examinations (including urinalysis to determine unlawful use of drugs), and

written and oral examinations, as administered by appropriate practitioners at the Port Authority's direction;

11. Satisfactory results on background investigation. **Special Requirements:** This position requires satisfactory completion of a Federal Aviation Administration (FAA) / Transportation Security Administration (TSA) 10-year employment history verification prior to being considered for the position, which may include a criminal history records check and the procurement of a TSA Transportation Worker Identification Credential (TWIC);
12. Be insurable and maintain insurability for the operation of motor vehicles; and
13. Ability to perform all of the essential functions of the position outlined herein without creating a direct or indirect threat to the safety of oneself or others.

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**ESSENTIALS FUNCTIONS:**

1. Prepare lease exhibits and concept drawings using AutoCAD
2. Perform daily inspection of Project sites
3. Prepare daily construction reports
4. Complete Equal Employment Opportunity Prevailing Wage Employee Interview Form
5. Prepare change orders for consideration by supervisor and/or President
6. Prepare and/or review engineered project specifications and plans, and construction contract documents
7. Communicate with design and construction professionals, including contractors, engineers, and architects
8. Using MS Project or its equivalent, plan project and grant scheduling
9. Coordinate the production of specification and contract documents between architectural and engineering firms
10. Assist with the general coordination and management of various projects, including conceptual drawings and budgets, design review, and construction inspection and coordination.
11. Compile technical reports, field reports, project reports, and internal correspondence for i formal reports mandated by grant funding agencies or other governmental entities
12. Organize and maintain all drawings -- originals, drafts, revisions/updates, etc.
13. Maintain drawing files for Port Authority projects.
14. Operate spreadsheet applications for unit price contracts.

15. Assist with management of Port Authority assets

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**MARGINAL FUNCTIONS:**

1. Other duties as assigned

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**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

The physical demands and work environment characteristics described here are representative of that which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with a disability to perform the essential functions.

**Physical demands:** While performing the duties of the job, the employee must be able to:

1. Effectively write, talk, see, and hear
2. Operate telephone and computer systems
3. Have full physical dexterity and agility
4. Walk, stand, sit, push, pull, bend, stoop, squat, and stretch
5. Drive a motor vehicle

**Work Environment:** While performing the duties of this position, the employee is exposed to various office and outdoor environments. Within the Airport Safety, Maintenance and Terminal Buildings, the noise level in the work environment is usually moderate. Outside Airport AND Seaport buildings, the noise level may be loud. The employee may be exposed to the weather conditions prevalent at the time and may be exposed to dust, grease, noxious gas or fumes, extreme heat, humidity and vibration.

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**CONTACTS WITH INDIVIDUALS OR ORGANIZATIONS OUTSIDE THE PORT:**

1. Board members
2. Tenant representatives
3. Contractors, vendors, public utilities personnel
4. Public
5. State and federal representatives

Last Revised: June 2022