

**JOB OPPORTUNITY  
CITY OF MANSFIELD, OHIO**

**ORDINANCE: 24-245 ~ POSTING DATE: 12/23/24 ~ DEADLINE DATE: 01/05/25**

**PROJECT PLANNER**

The City of Mansfield, Ohio, Director of Human Resources, announces the opening of the following position in the **ENGINEERING DIVISION**:

**POSITION**

**Project Planner**

**ANNUAL SALARY**

\$45,000-\$65,000

**GENERAL STATEMENT OF DUTIES:**

Under general direction, performs civil engineering planning functions, contract administration functions, and traffic engineering functions. Performs related duties as required.

**EXAMPLES OF WORK (ILLUSTRATIVE ONLY):**

Plans street, sewer, water, and building construction and maintenance projects; (e.g., performs inspections and needs assessments, prepares and assists in preparing specifications, develops and assists in developing engineering and construction plans, procedures, estimates, schedules, reports, and designs, etc.), inspects and oversees construction and maintenance projects (e.g., gains access to the worksite, observes work and ensures materials and procedures used to comply with plans and specifications, collects samples for quality control, coordinates projects, prepares progress reports, ensures overall contractor compliance with contractual obligations, etc.), provides technical advice to city supervisors and contractors upon request;

Performs contract administration functions; prepares pre-applications, applications, and other documents, acts as a liaison between city officials and outside agencies; maintains records, reports, and other documents; assists with negotiation and renegotiation of contract terms and conditions.

Performs traffic engineering, planning, and administrative functions; analyzes traffic operations and develops plans; develops and recommends operational improvement; performs traffic studies; oversees traffic construction and maintenance projects and ensures compliance with plans and specifications.

**DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of (1) city and division policies and procedures; (2) civil engineering; (3) drafting techniques; (4) surveying techniques; (5) construction inspection techniques; (6) safety practices and procedures; (7) street, water and sewer construction, maintenance and repair; (8) project management. Skill in: (9) computer-aided drafting; (10) surveying; (11) motor vehicle operation; Ability to (12) interpret an extensive variety of technical material in books, journals, and manuals; (13) deal with many variables and determine specific action; (14) exercise independent judgment; (15) apply concepts of algebra and/or geometry; (16) prepare maps, charts, graphs or plans; (17) write instructions and specifications; (18) communicate effectively; (19) maintain records according to established procedures; (20) develop and maintain effective working relationships; (21) demonstrate physical agility; (22) perform light manual labor for extended periods in often adverse weather conditions; (23) travel to and gain access to the worksite.

**ACCEPTABLE EXPERIENCE AND TRAINING:**

Completion of a two-year technical school course with major work in engineering; or graduation from an engineering school of recognized standing with major work in civil engineering; or an equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

**YOU MUST POSSESS A VALID OHIO DRIVER'S LICENSE.**

The specific statements shown in this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job. **APPLICATIONS FOR THIS POSITION WILL BE ACCEPTED ONLINE OR IN THE HUMAN RESOURCES OFFICE. "WE ARE AN EQUAL OPPORTUNITY EMPLOYER." WE DO NOT DISCRIMINATE BASED ON RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, OR DISABILITY.**

