



**CITY OF LIMA**  
*Sharetta Smith, Mayor*

50 Town Square  
Lima, Ohio 45801-4900  
Phone: 419-228-5462  
Fax: 419-221-5199  
[www.cityhall.lima.oh.us](http://www.cityhall.lima.oh.us)

April 1, 2024

Civil Service Board  
c/o Deb Vobbe, Secretary  
202 E. High Street-2nd Floor  
Lima, OH 45801

Subject: Request for name change and eligibility list for Stormwater "Engineer"

Dear Board Members:

I am writing to request a name change for the position of Stormwater Manager to Stormwater "Engineer". Public Works Director, Kirk Niemeyer and City Engineer, Ian Kohli, feel the name change will better attract qualified candidates, as this is the third time posting this position. The offer made from the current list was declined thus exhausted that list.

The current salary for this position is Pay Range 29, Step B, (\$36.96 per hourly rate; \$2,956.46 bi-weekly) with a Professional Engineering (PE) certification and Pay Range 27, Step B, (34.45 per hourly rate; \$2,755.68 bi-weekly) without a Professional Engineering (PE) certification.

I have attached a copy of the job description.

Please feel free to contact me with any questions.

Sincerely,

Della Bradford, Director  
Human Resources Department

Attachment

cc: Kirk Niemeyer, Ian Kohli, HR

## Jackie R Owens

---

**From:** Kirk Niemeyer  
**Sent:** Tuesday, March 26, 2024 4:00 PM  
**To:** Della M Bradford  
**Cc:** Jackie R Owens; Debra S. Vobbe; Ian M. Kohli  
**Subject:** Storm water Manager

I would like to make a request for a new eligibility list and to revise the Title Position / Class of the "Stormwater Manager" to "Stormwater Engineer".

We feel that the Stormwater Manager position is being over looked by some because it may not show up as a result when job seekers are searching for engineering jobs.

Because the position requires an engineer (EIT), we feel the name change is appropriate and will better attract qualified individuals.

Thanks  
Kirk

# CLASSIFICATION SPECIFICATION

## CITY OF LIMA

An Equal Opportunity Employer

1 OF 4 Stormwater Program Manager.docx

**CLASS TITLE:** Stormwater Manager Engineer **STATUS:** Non-Exempt **CODE:**

**JOB RESPONSIBILITIES:** In addition to the following, performs other related duties as required:

Under general direction, supervises and manages the stormwater program; establishes and maintains external relationships; prepares and maintains records; maintains personal and professional competence and awareness. Work is performed under the administrative direction of the City Engineer.

**QUALIFICATIONS:** The training, education and work experience which indicates possession of the knowledge, skills and abilities listed below. The minimum acceptable qualifications for the position are:

Bachelors of Science in Civil Engineering or related field, plus four (4) years of progressively responsible civil engineering experience. Passage of Fundamentals of Engineering Exam (FE) or Engineering in Training (EIT), as administered by the Ohio Board of Registration for Engineers and Surveyors, required. Registered Professional Engineer status preferred.

**ILLUSTRATIVE DUTIES OF THE CLASSIFICATION:** The following duties are intended to depict tasks performed by this classification:

1. Supervises and performs stormwater management functions and other Engineering functions; reviews plans for approval; inspects work of contractors on organizational projects to measure and tabulate work quantity; interprets plans and explains work to construction supervisors; exercises supervision over technical and other staff, as assigned.
2. Responsible for City's compliance efforts of the NPDES Stormwater General Permit; develops, implements and presents public education and public participation programs relative to stormwater quality; assists the Planning and Engineering Department with review of development plans for sites, subdivisions, and City projects for compliance with applicable stormwater regulations; evaluates studies, reports and comments concerning such plans; identifies required changes and prepares department responses to submitted plans; assists the Planning and Engineering Department with review of plans for impact of stormwater runoff from highways, parking lots, residential developments and other impervious surfaces; assesses the impact of non-point source pollution caused by stormwater runoff; works with developers and contractors to design systems and methods to mitigate the effect of pollutants and accomplish goals of stormwater



# CLASSIFICATION SPECIFICATION

## CITY OF LIMA

An Equal Opportunity Employer

2 OF 4 Stormwater Program Manager.docx

**CLASS TITLE:** Stormwater Manager Engineer **STATUS:** Non-Exempt **CODE:**

management; performs regulatory research, site visits, soil and water sampling and evaluation of pollutants, and report/grant writing; upon request, assists in enforcing other established environmental standards, laws, regulations and administrative policies and procedures; assists the Street Department with investigating complaints about stormwater runoff, develops corrective recommendations for identified problems and notified City Engineer of legal action needed to effect compliance with established stormwater management standards; acts as liaison to City's stormwater consultants; assists with GIS related projects (mapping and databases) for the City, as assigned; assists with maintenance of the City's various GIS databases used by various City departments; reviews and recommends updates to technical specifications and typical standards for all current regulations as related to stormwater management activities; investigates complaints and maintains records and database of complaints related to public works infrastructure, projects and construction of stormwater management and reports findings to City Engineer and/or other affected department heads; maintains Stormwater Management Plan and provides City employees and the public with plan information as requested; assists City Departments with on-site inspections and in gathering field data for special projects; performs construction inspections for projects, as assigned; collects and researches information, including accessing archive files, for various projects; coordinates with other departments concerning required fees for installation of public stormwater infrastructure; assists general public. Contractors, developers and engineers in search of general information pertaining to the Stormwater Management Plan; maintains, reviews and amends stormwater policy papers on annual basis; prepares and submits annual report to EPA and City of Lima.

3. Establishes and maintains external relationships; communicates with general public and citizens' groups; serves as liaison with City Engineer; communicates with the City Engineer to coordinate construction work.
4. Prepares and maintains stormwater billing records as well as billing changes and credits; prepares and maintains stormwater records and reports according to established procedures; prepares time and material records; prepares activity reports; maintains time and materials records, maintains records of work completed.
5. Maintains personal and professional competence and awareness; acquires knowledge from professional journals; maintains required certifications; attends professional education and training sessions, seminars and workshops; and other related duties as assigned.

# CLASSIFICATION SPECIFICATION

## CITY OF LIMA

An Equal Opportunity Employer

3 OF 4 Stormwater Program Manager.docx

CLASS TITLE: Stormwater Manager Engineer STATUS: Non-Exempt CODE:

### **KNOWLEDGE, SKILLS and ABILITIES necessary to perform duties (\*indicates developed after employment):**

**Knowledge of:** delegation; supervision; certification/licensure requirements; records preparation and management; civil engineering; road construction; storm drainage constriction maintenance and repair; utility construction, green design and construction, maintenance and repair; drafting techniques; mechanical diagrams; grant writing; EPA compliance and design

**Skills Plan, Preparation and Review in:** motor vehicle operation; computer operation; use of Autocad, Excel and GIS software.

**Ability to:** apply principles to solve practical, everyday problems; deal with main variables and determine specific action; develop and maintain effective working relationships; communicate effectively; maintain record according to established procedures; prepare accurate documentation; deal with non-verbal symbols in formulas, equations or graphs; prepare maps, charts, graphs or plans; gather, collate and classify information about data, people or things; proofread technical materials, recognize errors and make corrections; travel to and gain access to work site; exercise independent judgement.

### **Essential Functions**

With or without reasonable accommodation, the incumbent must:

- T complete all work as detailed in the illustrative duties section at acceptable productivity levels
- T demonstrate all skills and abilities as referenced in this job specification at acceptable productivity levels
- T demonstrate reasonable and reliable attendance
- T maintain all required licensures and/or certifications
- T operate all designated equipment at acceptable productivity levels

### **EQUIPMENT OPERATED**

Computer, engineering and drafting tools, automobile, Autocad, Arc GIS, Excel.

### **LICENSURE OR CERTIFICATION REQUIREMENTS**

Valid Ohio driver's license. Others as listed in the qualification section.

**CLASSIFICATION SPECIFICATION**  
**CITY OF LIMA**

**An Equal Opportunity Employer**

4 OF 4 Stormwater Program Manager.docx

**CLASS TITLE:** Stormwater Manager Engineer **STATUS:** Non-Exempt **CODE:**

Approved by CSB 11/4/10