



JOB DESCRIPTION

Title:	City Engineer	Status:	Full-Time
Department	Administration	Pay Grade:	I
Reports To:	City Manager / Assistant City Manager	FLSA Status:	Exempt

POSITION SUMMARY

The City's Engineer provides complex engineering design and implements services on a variety of City infrastructure projects, manages consultants, participates in developing mid/long range infrastructure plans and programs, as well as engineering review and guidance on private developments and utility installations.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Office and fieldwork are included in the responsibilities of this position. Performs engineering services for capital improvement projects and reviews development plans (primarily civil improvements). Develops grant applications for capital projects. Develops Request for Qualifications/Proposals for consultant services.
2. Provides technical engineering assistance to City departments. Assists in preparing the annual Budget and Capital Facilities Plan. Ensures citizen complaints relating to a departmental activity are investigated and resolved. Handles complaints personally if possible and as appropriate.
3. Interprets plans and specifications within scope of knowledge and authority for the appropriate design of Public Works projects. Reviews contract bids and consultant design work along with private design work. Reviews development plans for compliance with City codes and standards.
4. Administers and/or collaborates with teams in administering construction management and inspection of local, state and federally funded projects.
5. Directly participates or supervises project teams consisting of professional staff and stakeholders (including consultants and outside agencies) in developing long range planning (utility comprehensive plans, rate studies, etc.), technical studies/reports (geotechnical investigations and system modelling), and management of capital projects.
6. Provides assistance to the city manager, city departments, city council, planning commission, and urban renewal board. Attends meetings and makes presentations to the city council, planning commission, urban renewal board, and other public groups and organizations as needed.
7. Provides interdepartmental engineering support as required.
8. Represents the City at various community boards and advisory groups as assigned.
9. Coordinates and provides general and technical information and assistance to engineering,

- surveying, and planning consultants contracted by the City.
10. Answers public inquiries relating to compliance with standards for construction of public improvements. Educates citizens and/or contractors through site visits and attendance at meetings to explain the regulations.
 11. Provides input on amendments to the City's standards and specifications that relate to water, sewer, street, and storm drain construction.
 12. Establishes and maintains positive and effective working relations with the council, planning commission, urban renewal board, city staff, peers, constituents, citizens, and public.
 13. Oversees and manages efforts to ensure that property owners and/or developers are properly informed about city plans, codes, policies, and decisions.
 14. Attends professional development workshops and conferences to stay current in trends, issues, updates, and developments in the field of engineering.
 15. Acts as City Engineer's representative to observe the installation and construction of public utilities and street improvements within the Urban Growth Boundary. Ensures contractors comply with Construction Standards and Specifications and other local, state, and federal requirements.
 16. Resolves citizen complaints generated by development or construction projects by using conflict resolution between citizens and developers/contractors.
 17. Responsible for overall project management and project delivery for City projects including concept development, capital and construction cost estimating, preliminary through final design, specifications, contract documents, public and stakeholder outreach, internal and external coordination and communication, documentation, budget and cost tracking, scheduling, reporting, and construction management including inspection and quality assurance/quality control. Reviews relevant documents prepared by others
 18. Administers, controls, and performs specific engineering activities in the areas of design, construction inspection, traffic, right-of-way, etc.
 19. Works with other City staff to plan project completions, resolve schedule conflicts, establish priorities and coordinate work outside the department.
 20. Reviews plans, accepts or rejects completed work, techniques and materials and recommends alternative approaches. Refers sensitive situations to superiors.
 21. Has accountability for all expenses within a project and/or program and reporting concerns regarding meeting budget goals.
 22. Represents the department in meetings with consultants with regards to assigned project and/or program.
 23. Ensures project and/or program remain within expected costs and evaluates proposed projects and/or programs and assists in establishing priorities in conjunction with budgets.
 24. Works with other City staff to plan project completions, resolve schedule conflicts, establish priorities, and coordinates work outside of the department.
 25. Complies with safety requirements of the position and actively promotes safe work practices.
 26. Makes decisions for project deviations using professional judgment for compliance with the intent of standard specifications for installation of public improvements.
 27. Responds to proposed development projects by reviewing and interpreting technical specifications, codes, ordinances, laws, and other regulations based upon engineering principles.
 28. Researches and makes recommendations for special assignments such as ADA compliance, drainage alterations and emergency vehicle accesses. Writes reports and correspondence as required. Assists public works divisions when necessary.
 29. Performs other duties as assigned that support the overall objectives of the position.

MINIMUM REQUIRED QUALIFICATIONS

- Bachelor of Science degree in civil engineering (or related field) and current PE certification with a minimum of three years' experience as a professional engineer. Two years of supervisory experience preferred. Applicants with a combination of education and experience that provides the required knowledge, skills and abilities will be considered.
- Must have thorough knowledge of civil engineering principles and practices; public works infrastructure design, construction methods and techniques; computer applications including AutoCad Civil 3D, ArcGIS, Bluebeam, and Microsoft office products; organization and project management principles.

PREFERRED QUALIFICATIONS

- Previous Construction Management Experience
- Water Distribution – Level 1 or 2 certification
- Wastewater Collections – Level 1 or 2 certification
- Wastewater Treatment – Level 1 or 2 certification
- Cross Connection certification
- Completion of Inspectors Training Course
- Materials Testing certificate
- Flagger Certification

OTHER REQUIREMENTS

- Valid Driver's License.
- Good driving record

KNOWLEDGE SKILLS ABILITIES

- Must possess excellent customer service skills and the ability to act as an ambassador to the community.
- Ability to proactively administer projects from concept to closeout; to perform research and prepare clear and concise technical reports; work effectively with property owners, contractors, consultants, staff, and the general public.
- Highly motivated and able to work independently, yet remain a member of a team.
- Organized, efficient, creative and capable of implementing multiple tasks simultaneously.
- Skilled in analyzing a situation, assessing alternative solutions and recommending an effective course of action.
- Familiar with applicable laws, codes and permit requirements that govern construction projects.
- Proficient use of computer programs including Microsoft products (Word, Excel, Outlook, Access), AutoCAD and other applications.
- Registration as a Professional Civil Engineer in the State of Oregon is required.
- Working knowledge of management and supervisory practices and principles.
- Considerable knowledge of the methods and techniques of research and analysis.
- Considerable knowledge of aspects of civil and traffic engineering, economics, and architecture that apply to planning and development.
- Advanced knowledge in computer operation in a virtual desktop environment. Proficiency with word processing, spreadsheets, databases, Internet, electronic communications, and other Microsoft and/or planning and land use applications and programs.
- Proven self-management skills and ability to manage day-to-day operations.
- Strong written and oral communication skills, including editing, oversight or preparation of technical reports, and the presentation of information to government entities and various

- committees. Ability to prepare grant proposals.
- Strong interpersonal and public relations skills to work effectively with various officials, staff and other departments, citizens and customers. Ability to provide consistent, positive customer service.
- Strong organizational skills and the ability to effectively manage multiple priorities in a fast-paced work environment.
- Ability to understand and manage high-profile, sensitive, and/or controversial political situations.
- Ability to exercise sound and independent judgment within general policy guidelines.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work performed may require walking or standing to a significant degree on rough terrain or may involve sitting for extended periods with pushing and pulling of arm and/or leg controls.
- Work is performed daily both in and outdoors under all weather conditions and includes exposure to inclement weather, noise, vibrations, airborne materials, heavy traffic conditions, and exhaust fumes, and active construction sites.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Regular evening and weekend work is required

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the diverse types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGMENT

I have received, reviewed, and fully understand this job description. I further understand that I am responsible for the satisfactory execution of the essential functions as well as skills and abilities described therein. Furthermore, I understand this document will change over time, as necessary. From time to time, I understand I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description. I understand that this does not constitute an employment agreement.

Employee Signature

Date

Employee Printed Name