

Position: City Engineer	Management
Department/Site: Public Works / City Hall	FLSA: Exempt
Evaluated by: Public Works Director	Salary Grade: 153

Summary

The City Engineer is a professional Engineering Manager with extensive technical/professional responsibility for complex and broad public works and development projects. In concert with the Public Works Director, the City Engineer plans, organizes, coordinates, and reviews the work of professional, technical, and administrative staff that performs difficult and often complex support functions related to the programs and activities of the Public Works Department’s Engineering Group. The position requires discretion, initiative and a high degree of contact with City, County, state and federal agencies; engineering and construction firms; private individuals and developers; elected officials; and the personal authorization of the City’s engineering approval to plans, specifications and contracts.

Distinguishing Career Features

The City Engineer is an assistant department head management level position. The incumbent oversees, directs, and participates in major Public Works Department activities and programs including but not limited to: public infrastructure capital improvement programs, engineering standards and specifications, assist in short and long-range planning, development, and administration. Success requires an extensive professional background as well as skill in coordinating departmental work with other City departments, outside agencies and the public. Advancement to City Engineer is by way of advanced level senior engineering performance, compliance with the qualifications of the position, and ultimately by appointment.

Essential Duties and Responsibilities

- Participate in and support the development, measurement and execution of the mission, goals, and objectives of the City, department, division and individual work groups. Recommends modifications to programs, policies and procedures as appropriate.
- Oversee the preparation of public works construction plans including streets, water, sanitary sewers, storm sewers, sidewalks and similar elements of the City's Capital Improvement Program, public works infrastructure; funding appropriation; construction management; utility maintenance; and traffic studies.
- Develop short and long-range strategic plans for facility and infrastructure maintenance and development; oversee studies supporting long-range planning of public facilities improvement and expansion of public work services in the City.
- Provides highly complex and responsible engineering support to the Public Works Director; executes activities and responsibilities of a professional engineering nature as directed by state and local laws and performs related work as required.

- Ensure responsibility and accountability of engineering sections are well defined; monitor required training and assignment of employees; evaluate or provide input regarding job performance and counsel employees on technical performance goals; interpret personnel policies.
- Oversee, coordinate, and participate in the development and administration of the applicable Public Works and capital improvement budgets; provide detailed forecasting estimates of additional funds needed for staffing, equipment, materials, and supplies; oversee the monitoring of and approves expenditures; recommend and implement budget adjustments as necessary.
- Identify needs for consultant or outside technical services on projects; approve selection, and negotiate contracts with engineering consultants for studies, facility design and inspection; prepare, negotiate, recommend and administer contracts and inter-local agreements with other municipalities and private companies.
- Conduct reviews of the physical condition of City facilities to ensure needed improvements are included in the department's operating and capital budgets; develop long-range planning and programs for City facilities; perform capital construction programming, project development and construction of City facilities.
- Meet with the public, elected officials, special interest groups and other stakeholders to discuss operation and maintenance of infrastructure facilities and other public works projects.
- Provide technical expertise on development studies to evaluate feasibility of proposed or ongoing development projects, or to determine solutions to existing field problems, assembling and evaluating technical data, providing technical guidance and proposed solutions.
- Coordinate technical reviews to ensure that impacts of land use actions or complex developments do not adversely affect traffic, water, and wastewater systems. Identify potential development conflicts and resolves issues with all affected stakeholders.
- Establish performance standards, processes and systems to ensure that planning and development engineering issues are addressed.
- Perform other duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

The position requires advanced professional knowledge in the following areas:

- modern theories, principles and practices of public works administration, engineering, capital construction management, field maintenance operations, and program development and administration.
- theories, principles, and methods of municipal organization design and information flow.
- applicable laws, codes, ordinances and regulations governing public works construction, maintenance, and engineering activity.

- principles and practices connected with budget preparation, administration, and financial management of projects.
- issues influencing public works programs and project development.
- research and analysis methods.
- sufficient math skills to perform statistical analysis and interpret complex construction plans and maps.
- knowledge of personal computer operations to direct building of relational databases that support departmental operations and to access and apply common office productivity software.
- methods and techniques used in citizen involvement and external communications.
- advanced knowledge and skill in the English language to prepare and deliver professional and influential written correspondence and reports.
- well-developed human relations skills to deliver persuasive talks to large and diverse audiences on matters that can be sensitive.
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▪ **Abilities**

- Requires the ability to:
- plan, direct, and integrate the sub-functions within the department, including, but not limited to construction and maintenance of roadways, water and wastewater distribution and collection systems, engineering, urban renewal, and fiscal management. Requires the ability to develop and administer business plans and budgets.
 - direct and perform difficult research and analysis.
 - understand, interpret, explain and apply all policies, laws, regulations, codes, and ordinances applicable to public works construction and maintenance.
 - analyze, interpret and explain proposed legislation and programs and the implications and impact on public works infrastructure.
 - assemble, organize, and present engineering and utility-related technical information in a format capable of being understood by non-technical persons.
 - communicate orally and ability to write clear and concise reports, letters, and presentation.
 - provide effective leadership and coordination in developing solutions to public utility infrastructure needs.
 - establish and maintain effective working relationships with fellow employees, public officials, other agencies, and the general public.
 - exercise resourcefulness, tact and perspective when interacting on all levels.
 - present ideas clearly, resolve conflicts, manage and review performance, and conduct advanced negotiations.
 - present proposals and recommendations clearly, logically, and persuasively in public meetings.
 - represent the City's interests in negotiations and other dealings on a variety of difficult, complex, sensitive and confidential issues.
 - use sound judgment when making decisions, interpretations, and in communications with others.

- visit remote sites and to work extended hours for the purpose of conducting meetings and public processes.
- conduct performance reviews of subordinates in line with the accomplishments of the department.
- work cooperatively with all citizens.
- work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City.

▪ **Physical Abilities**

The incumbent performs work of a sedentary to moderately active nature. Requires sufficient ambulatory ability to walk to project locations, to stand for extended periods of time, and to bend and stoop for limited periods of time. Requires sufficient arm-hand-eye coordination to operate a computer keyboard and pointing devices at a proficient level. Requires visual acuity to create and read three-dimensional and detailed drawings and observe structural work-in-progress at construction sites. Requires verbal and auditory ability sufficient to carry on conversations with others and make presentations to groups.

▪ **Education and Experience**

The position requires a bachelor's degree in Civil Engineering, Construction Management, Architecture, or closely related discipline plus five years of progressively responsible experience in public works engineering and construction management and three years' supervision of professional, technical, and trade staff. Any combination of experience and training which ensures the ability to perform the work may be considered as substitution for the above.

Additional qualifications that are desired include professional engineering experience related to public works and/or master's degree in Construction Management, Public Administration, or Business Administration.

▪ **Licenses and Certificates**

Requires a valid driver's license and registration as a Professional Engineer (PE) in the State of Oregon or the ability to become registered within six months of placement.

▪ **Working Conditions**

Work is performed indoors and outdoors for site inspections.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.