

City of Oregon City

Position Description

Position: Development Projects Manager	Management
Department/Site: Public Works – City Hall	FLSA: Exempt
Evaluated by: City Engineer	Salary Grade: 148

Summary

Supervises and participates in the review and evaluation of complex development proposals and land use applications to determine impacts on the City's infrastructures. Develops or approves development and construction proposals, projects, and plans. Administers and establishes contingent fee requirements and conditions for compliance.

Distinguishing Career Features

The Engineering Manager is a first-line supervisory managerial position over development reviews, design, evaluation of projects and plans, and the acceptance, processing and use of permitting to assure compliance with legal and other agreed upon conditions. Advancement to Development Projects Manager is through promotion and requires the ability to oversee major projects, supervise and perform complex engineering reviews, enforce legal and contract requirements, and establish and review the performance of departmental staff.

Essential Duties and Responsibilities

- Schedules, supervises, and evaluates the work of professional and technical and inspection staff, in reviewing and evaluating complex development and land use applications and complex development plans, and related infrastructure system plans and impacts.
- Oversees and personally analyzes the effects of proposed development and new construction may have on city infrastructure. Supervises and participates in preparing reports in connection with development and construction reviews.
- Participates in the development of, and implements policies and ordinances controlling the impact on land use by construction, development, right of way or infrastructure systems changes.
- Coordinates technical reviews to ensure that impacts of land use actions or complex developments do not adversely affect traffic, water, and wastewater systems. Identifies potential conflicts and resolves issues.
- Plans and schedules work, estimates staffing needs, assigns projects, reviews progress and establishes priorities for completion, resolving conflicts and ensuring timely and cost-effective completion of work.
- Manages and participates in the programs, activities and projects connected with transportation and related engineering. Provides consultation on, and ensures compliance with, the City's and other jurisdictional long range master plans, concept plans and related infrastructure planning.

- Recommends projects and project costs and may participate in development of budget for Engineering Services.
- Establishes performance standards for engineering services. Conducts regular reviews of subordinates' performance.
- Supervises and conducts engineering studies to evaluate feasibility of proposed or ongoing projects, or to determine solutions to existing field problems, assembling and evaluating technical data, providing technical guidance and proposed solutions.
- Reviews technical reports, plans, structural calculations, and specifications prepared by others for adherence to City standards and accepted engineering practices.
- Oversees and participates in special engineering studies such as proposed annexations, zoning changes, new construction, traffic facilities, and public transportation.
- Supervises, prioritizes, and reviews the performance of engineering inspectors who apply accepted engineering practices, building codes, laws, codes, ordinances, and regulations to design and construction.
- Participates in meetings, conferences, and training with peers in other agencies as a means of maintaining up-to-date knowledge of trends in the field.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

The position requires professional specialization in engineering theory, principles, practices, materials, costs, construction principles, techniques and trends, regulations, standards and equipment. Requires advanced professional knowledge in one engineering modality with additional professional knowledge in other engineering professions. Requires in-depth knowledge of program planning, organization principles, budget preparation, labor and cost control, and engineering contract administration. Requires in-depth knowledge of land use laws. Requires knowledge of modern supervisory techniques including staff development and performance management. Requires knowledge of computer-aided-design and computer-aided-engineering programs. Requires well-developed human relations skill to convey technical engineering concepts, to facilitate, lead, and guide other professional and technical employees, conduct negotiations and work cooperatively with internal and external customers. Requires technical writing skills sufficient to prepare project specifications, requests-for-proposal, process documentation, and communications suitable for external distribution. Requires advanced mathematics skills to conduct engineering calculations, statistical analysis, and financial computations.

- **Abilities**

Requires the ability to perform all the responsibilities of the position. Requires the ability to interpret, apply, and communicate complex rules, regulations, laws and ordinances. Requires the ability to prepare, review, approve and interpret engineering and construction plans and specifications. Requires the ability to analyze technical design engineering, construction engineering and surveying problems. Requires the ability to read design and construction-related drawings. Requires the ability to plan, assign, supervise, and coordinate the work of professional and technical staff. Requires the ability to communicate complex technical matters to non-technical individuals, including policy and enforcement matters. Requires the

ability to interact, engage in problem solving, build effective teams, and form partnerships with citizens, community groups, developers and construction managers. Requires the ability to work cooperatively with senior citizens. Requires the ability to 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 engineering, construction management, architecture, planning, or related field, and four years of progressively responsible construction management, inspection, plan check and complex development and land use review experience. A post-graduate degree may substitute for some experience.

▪ **Licenses and Certificates**

Requires a valid driver's license.

▪ **Working Conditions**

Work is performed indoors and outdoors where minimal safety considerations exist.

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.