

## City of Oregon City

## Position Description

Position: Project Engineer	AFSCME Union
Department/Site: Public Works/City Hall	FLSA: Non-Exempt
Evaluated by: Public Works Director/City Engineer/Development Project Manager	Salary Grade: 40

### **Summary**

Participates in a variety of engineering involving complex projects, in depth studies, and development related work. Provides research, plans, management, and designs of civil, structural, and transportation engineering for construction and maintenance. Applies specialized engineering knowledge to solve design, maintenance, improvement, and construction challenges and problems. Serves as a contributor on various development projects including land use planning, engineering plan review, and construction solutions.

### **Distinguishing Career Features**

The Project Engineer is part of a three-tiered career path for engineering professionals. Associate Engineer refers to the first level, which is to be considered the starting point for new graduate engineers. The Project Engineer is the second level and requires a bachelor's degree in an engineering discipline and active status as an Engineer-In-Training. Advancement to Senior Project Engineer is possible with attainment of Professional Engineer status and registration and the demonstrated ability to review and approve development and structural plans, and carry out projects. The Senior Project Engineer is also expected to perform the most complex engineering assignments involving multiple disciplines.

### **Essential Duties and Responsibilities**

- Serves as a fully-qualified engineering professional, performing assignments and/or participating with other engineers, technical staff, and consultants in developing, implementing and evaluating engineering plans, work processes, systems and procedures.
- Designs and may provide guidance to other staff or consultants in the design and implementation of a variety of public works construction and upgrades in modalities such as, but not limited to, streets and transportation system infrastructure, structures, and water distribution networks.
- Prepares feasibility and cost estimates. Develops and or reviews engineering specifications to comply with City standards. Develops project schedules and work sequences, and sets up and performs progress and quality reviews.
- Monitors work-in-progress to assure compliance with agreed upon specifications. Reviews and recommends approval of change orders.
- Conducts review of engineering plans for commercial, industrial and residential infrastructure proposed through the permit process (Capital Projects and/or Private Development Projects).
- Participates with the City Engineer and/or Development Project Manager and others in developing and implementing engineering standards, policies, and priorities for the City.

- Interprets and applies standards in designs and review of consultant work.
- Assists with project planning and design, developing and administering project terms and conditions, evaluating contract compliance and compliance with technical policies.
- Participates preparation of RFPs and hiring of consultants and contractors.
- Conducts engineering studies to evaluate the feasibility of proposed or ongoing projects or methods or to determine solutions to existing field problems. Assembles and evaluates technical data. Provides technical guidance or proposes solutions to an interdisciplinary design or research group.
- Analyzes and prepares reports on effects to the community and environment caused by proposed annexations, zone changes, new construction, traffic and other transportation services. Analyzes impact on water and sanitary collections systems.
- May review plans, structural calculations, and specifications prepared by other engineers and technicians for compliance with City standards, codes and accepted engineering practices. May sign plans as Engineer of Record.
- Coordinates engineering inspections to review compliance with approved designs and plans for commercial buildings, residences and other structures. Verifies compliance with accepted engineering practices and the provisions of City building codes and other pertinent laws and regulations.
- Administers programs requiring engineering expertise such as for erosion prevention and sediment control.
- Creates, assembles and maintains complete files of capital improvement, private development, and other multi-disciplinary projects from conceptual format to completed works.
- Reviews reports on stormwater, geotechnical, or environmental aspects of a project for compliance with City standards and accepted engineering practices
- Performs other duties as assigned that support the overall objective of the position.

### **Qualifications**

- **Knowledge and Skills**

The position requires professional knowledge in engineering theory, principles, practices, materials, costs, construction techniques and trends, regulations, standards and equipment. Requires working knowledge of engineering contract administration. Requires working knowledge of and skill in designing projects that involves sequencing of project steps. Requires in-depth knowledge of Microsoft Word and Excel and other related engineering software. Requires sufficient human relation skills to convey technical engineering concepts, to facilitate and guide other professional, trades, and technical employees, and to 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 stress, load bearing, and financial computations.

- **Abilities**

Requires the ability to perform all the responsibilities of the position. Requires the ability to organize, coordinate, and review progress and compliance of engineering and development projects. Requires the ability to prepare, administer and monitor a project budget. Requires the ability to interpret and apply rules, regulations, laws and ordinances. Requires the ability to prepare, review, approve and interpret engineering 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 use Microsoft Word, Excel, Outlook, Project, and Adobe or equivalent engineering software. Requires the ability to conduct mathematical computations using physics, algebra, analytic geometry, and statistical analysis. Requires the ability to organize and sequence work associated with complex projects, converting them into project action plans. 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 and its services.

- **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. 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 with a major in civil, structural, or a closely related engineering discipline and two years of progressively responsible professional engineering experience with emphasis on projects.

- **Licenses and Certificates**

Requires a valid driver's license. Requires active registration as an Engineer-in-Training.

- **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.*