

CLASSIFICATION ADDENDUM

Job Title: Civil Engineer, Supervising

Classification Specification: Associate Manager

Barg Unit: Non

Pay Grade: C52

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

Essential Characteristics and Duties Addendum

The Civil Engineer (Supervising) assigns, reviews, and coordinates the work of assigned staff in a work unit engaged in one or more of the following activities: design, construction engineering and inspection; contract administration; bid package preparation; payments justification/rejection approval; development review; infrastructure planning; project monitoring and coordination; budget preparation/monitoring; contributes to the grant proposal process for construction projects, or the preparation of the Capital Improvements Program; assures proper contract scheduling, reviews and approves contract specifications, manages consultant services contracts, approves payments, and resolves contract disputes; represents the unit, and the City and its policies, in meetings that may include the City Council, commissions, other agencies or the general public. Performs related duties as assigned.

Qualifications Addendum

An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.

Training & Experience:

- In the field of Civil Engineering with progressively responsible engineering experience, including supervisory experience.

Licensing Requirements:

- A valid Oregon driver's license at time of appointment.
- Registration as a Professional Civil Engineer in the State of Oregon, or the ability to obtain Oregon registration within twelve (12) months of appointment.

Knowledge:

- Principles and practices of civil engineering;
- Responsibilities and statutory obligations of municipal engineering;
- Construction codes and inspection procedures, methods/materials;
- Technical requirements unique to the construction of public facilities with public funds;
- Assessment policies and practices for local improvement districts

Skills: *(Demonstrated skill in performing the following)*

- Applying City, County, and State laws, regulations, policies, and procedures as they relate to Public Works operations;
- Performing and reviewing complex engineering work.

Qualification For Grade Progression: N/A

Physical Requirements Addendum

Sedentary Work as defined in the classification specification. Further definition of the physical requirements of the position can be found in a job task analysis.
Travel as required.

Addendum History

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