

	<h1>City Engineer</h1>
<b>General Information</b>	
<b>Classification Code:</b>	MGRSEN
<b>Effective Date:</b>	01/23/2023
<b>Pay Grade:</b>	D64
<b>FLSA Status:</b>	Exempt

<b>Position Summary</b>
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Plans, directs, and manages the activities of the Engineering Division for Capital Projects, Land Development, division wide procurement, and Survey programs and projects to assure established goals and objectives are met. Ensures compliance with state and federal regulatory requirements; oversees the collection of systems development and similar charges; assists with short- and long-range planning, provides guidance to professional and technical staff involved in engineering, surveying, appraisal/acquisition, and project management activities; and provides highly responsible and complex staff support to Development and Public Works' leadership as well as other City Departments. May function as division director as assigned. Performs duties of a similar level or nature.

<b>Classification Characteristics</b>
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The City Engineer falls under the Senior Manager/Senior Program Manager classification. Senior Manager/Senior Program Managers have responsibility for managing and coordinating all activities related to an assigned City division or multiple major program areas including the development of long-range program goals and objectives and allocation of resources within assigned programs or division. Senior Managers make interpretive decisions on behalf of the organization regarding the means for executing the assignments of the relevant Executive Manager, subject to constraints imposed by available technology and resources. Such decisions provide context for the work to be accomplished by subordinates supervised within the unit. Responsibilities will vary in accordance with assigned area of responsibility but will generally include: developing and managing budgets; supervision of managerial, professional, technical and administrative support staff; overseeing highly political public policy matters; interpreting and enforcing codes and/or regulations; managing and overseeing complex public and private initiatives and projects; oversees multiple sections with diverse areas of expertise, qualifications and responsibilities.

This classification is differentiated from Executive Managers as responsibility of the higher-level classification is concerned with formulating or adjusting programs for major functions/divisions/departments, and allocating resources (facilities, people, money, materials) among these groups, and responsibility is always citywide in nature. It is differentiated from the lower-level Manager/Program Manager classification by having responsibility for multiple programs or major project areas or a division whereas the lower level is responsible for one or two program areas.

<b>Essential Duties</b>
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*The duties listed below are a typical sample; position assignments may vary.*

1	Directs, oversees and participates in the development of the Engineering Division budget including capital improvements funding; assists in budget implementation; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; administers the approved budget. Provides explanation for variances. Authorizes payments to contractors and consultants.
2	Reviews minor partition and subdivision land divisions for conformance with ORS requirements, local goals, and policies and public works standards. Administers the standards for the installation of all public

Essential Duties	
	improvements in subdivisions and developments by oversight of the staff charged with reviewing privately engineered public improvement plans. Interprets policy and has the final decision on allowance of proposals outside the adopted standards or specifications.
3	Prepares and implements short- and long-range, strategic planning for public works systems and improvements, including facility and infrastructure maintenance, stormwater, wastewater and street systems that integrates the department's goals with those of the City. Participates and assists in implementing land use long range planning efforts including public facilities plans and land use code updates.
4	Responsible for the selection, supervision and evaluation of assigned staff; assigns work and ensures appropriate training is provided; investigates complaints; recommends and administers disciplinary actions; handles sensitive personnel matters and recommends grievance responses; exercises full supervision over employees.
5	Serves as a member of the Development and Public Works Department management team, participating actively in problem-solving and development of departmental policies, procedures, work plans and strategies. Participates in and supports 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. Represents the department or the City as assigned.
6	Provides engineering expertise to support staff, other City departments, boards and commissions, and City Council including evaluating alternatives and determining courses of action. Responds to inquiries from the general public on engineering and departmental related issues including land surveying, right-of-way and easements, land acquisition, CIP and private developmental issues.
7	Performs difficult analysis of contract/engineering data and provides technical guidance and reporting. Presents complex reports and issues to Council, City Manager, and other community stakeholders.
8	Oversees and coordinates the implementation of capital improvement projects including engineering design, field survey and construction management for the public infrastructure needs of the community. Reviews and approves plans and specifications, designs, environmental documents, reports and studies; reviews and approves tract maps, parcel maps, and lot line adjustments. Affixes Professional Engineer stamp and seal to contract drawings. Contributes to grant proposals for construction projects; assures proper contract scheduling; negotiates, manages, administers contracts, approves payments.
9	Administer the City's Engineering Design Standards and Procedures Manual. Review and approve amendments and additions through participation of staff and stakeholders and implement those standards including but not limited to standard construction specifications, design standards, and standard drawings. Presenting to the City Council for adoption where appropriate.
10	Performs other duties of a similar nature or level, may act as division director as needed.

Functional Specific Responsibilities
N/A

Qualifications
<b>Minimum Qualifications:</b> <ul style="list-style-type: none"> <li>Bachelor's degree in Civil Engineering or a closely related field and 7-10 years of increasingly responsible experience in professional civil engineering or an equivalent combination of education and experience</li> <li>Minimum of 3-5 years of program and personnel management experience.</li> </ul>
<b>Licensing/Certifications:</b> <ul style="list-style-type: none"> <li>Registration as a Professional Civil Engineer in the State of Oregon, or the ability to obtain Oregon registration, within twelve (12) months of appointment.</li> <li>Valid Driver's License in the State of Oregon.</li> </ul>

## Qualifications

### Technology Skills:

- Calendar and scheduling software — Scheduling software.
- Computer aided design CAD software — Autodesk AutoCAD Civil 3D
- Data base user interface and query software — Data entry software; Microsoft Access.
- Document management software — Adobe Systems Adobe Acrobat.
- Electronic mail software — Email software; Microsoft Exchange; Microsoft Outlook.
- Internet browser software — Microsoft Internet Explorer; Web browser software.
- Map creation software — ESRI ArcGIS software; ESRI ArcView; Geographic information system GIS software; Intergraph MGE.
- Office suite software — Microsoft Office.
- Presentation software — Microsoft PowerPoint.
- Project management software — Cost estimating software; Microsoft Project; Oracle Primavera Enterprise Project Portfolio Management; The Gordian Group PROGEN Online.
- Spreadsheet software — Microsoft Excel.
- Word processing software — Microsoft Word.

### Knowledge Required:

- Engineering and Technology — Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and construction of public works infrastructure and municipal systems (e.g., wastewater and stormwater systems).
- Building and Construction — Knowledge of materials, methods, and the tools involved in the construction or repair of buildings or other structures such as highways and roads.
- Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- Design — Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.
- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Physics — Knowledge and prediction of physical principles, laws, their interrelationships, and applications to understanding fluid, material, and atmospheric dynamics, and mechanical, electrical, atomic and sub-atomic structures and processes.
- Law and Government — Knowledge of laws, legal codes, government regulations, executive orders, agency rules related to municipal public works and contracting.
- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Personnel and Human Resources — Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
- Budget Administration — Knowledge of principles and practices of municipal budget preparation and administration.

### Skills:

- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Mathematics — Using mathematics to solve problems.

Qualifications	
<ul style="list-style-type: none"> <li>• Speaking — Talking to others to convey information effectively.</li> <li>• Time Management — Managing one's own time and the time of others.</li> <li>• Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.</li> <li>• Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.</li> <li>• Coordination — Adjusting actions in relation to others' actions.</li> <li>• Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.</li> <li>• Persuasion — Persuading others to change their minds or behavior.</li> <li>• Writing — Communicating effectively in writing as appropriate for the needs of the audience.</li> <li>• Management of Personnel Resources — Motivating, developing, and directing people as they work, identifying the best people for the job.</li> <li>• Negotiation — Bringing others together and trying to reconcile differences.</li> </ul>	
<b>Abilities:</b> <ul style="list-style-type: none"> <li>• Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.</li> <li>• Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).</li> <li>• Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.</li> <li>• Oral Expression — The ability to communicate information and ideas in speaking so others will understand.</li> <li>• Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.</li> <li>• Category Flexibility — The ability to generate or use different sets of rules for combining or grouping things in different ways.</li> <li>• Mathematical Reasoning — The ability to choose the right mathematical methods or formulas to solve a problem.</li> <li>• Written Comprehension — The ability to read and understand information and ideas presented in writing.</li> <li>• Written Expression — The ability to communicate information and ideas in writing so others will understand.</li> <li>• Speech Clarity — The ability to speak clearly so others can understand you.</li> <li>• Originality — The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.</li> <li>• Quality Control Analysis — Conducting tests and inspections of products, services, or processes to evaluate quality or performance.</li> <li>• Systems Evaluation — Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.</li> </ul>	

Physical Requirements												
Key	None 0% (0 hrs.)	Seldom 1-10% (Up to 1 hrs.)			Occasionally 11-35% (Up to 3 hrs.)		Frequently 36-75% (3-6 hrs.)		Continuous 76-100% (6+ hrs./day)			
		0%	1-10%	11-35%	36-75%	76-100%		0%	1-10%	11-35%	36-75%	76-100%
BODY POSITIONS							PUSH/PULL					

Physical Requirements										
Standing			X			0-10 lbs.				X
Sitting			X			11-20 lbs.			X	
Walking – Even Surface			X			21-50 lbs.			X	
Walking – Uneven Surface		X				51-75 lbs.		X		
Kneeling		X				76-100 lbs.		X		
<b>MOVEMENTS</b>						<b>ENVIRONMENTAL HAZARDS</b>				
Bending/Stooping		X				Indoors				X
Twisting		X				Outdoors			X	
Crawling		X				Dust			X	
Squatting/Crouching		X				Fumes/Odors/Gasses		X		
Balancing		X				Chemical Agents		X		
Reach – Overhead		X				Biological Agents		X		
Reach – Forward		X				Noise – Low				X
Reach – Backward		X				Noise – Moderate		X		
Climbing – stairs			X			Noise – High		X		
Climbing - ladder		X				Low Light		X		
<b>USE OF HANDS</b>						Heat		X		
Grasping – whole hand			X			Cold		X		
Grasping – pinch grip						Restricted workspace		X		
Fine manipulation/feeling		X				Vibration – whole body		X		
Keyboarding				X		Vibration - extremity		X		
<b>LIFT/CARRY</b>						<b>JOB SPECIFIC</b>				
0-10 lbs.				X		Driving – vehicle/equipment			X	
11-20 lbs.			X			Operate foot controls			X	
21-50 lbs.			X			Seeing				X
51-75 lbs.		X				Talking				X
76-100 lbs.		X				Hearing				X
						Extended work hours			X	

### Classification History

Created: 2012.01

2018.07 – Revisions by HR

2023.01 – Revisions and reformatting by HR

**I have reviewed the job description.**

**Employee: Name** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Date** \_\_\_\_\_