



# MWMC Managing Engineer

## General Information

<b>Classification Code:</b>	MGRPRG
<b>Effective Date:</b>	January 12, 2023
<b>Pay Grade:</b>	D63
<b>FLSA Status:</b>	Exempt

## Position Summary

Under the general direction of the Environmental Services Director (ESD), this position is responsible for the management, coordination, oversight, and implementation of complex multi-disciplinary projects. Oversees capital improvement projects for the Metropolitan Wastewater Management Commission (MWMC) including annual budgeting, facilities planning, design, permitting, construction, and owner/contractor dispute resolution. Directly supervises professional, paraprofessional, technical, and non-technical staff including professional engineers in delivery of MWMC planning, capital improvement, procurement, policy support, and national permit renewal processes. Acts in the absence of the ESD Director as required. Performs other duties of a similar nature.

## Classification Characteristics

This position falls under the Manager/ Program Manager classification. Manager/ Program Managers have responsibility for interpreting and carrying out the programs or objectives set by Executive Managers and deciding how best to use the assigned resources. 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 Associate Manager/Associate Program Manager classification by having responsibility for multiple programs or major project areas whereas the lower level is responsible for one or two program areas.

## Essential Duties

*The duties listed below are a typical sample; position assignments may vary.*

- 1 Develops the MWMC regional wastewater capital improvement program including the preparation and oversight of the annual budget, procurement and expenditures, short-term and long-term facilities infrastructure planning, design and construction, and allocation of staff and resources.
- 2 Acts as MWMC liaison to convey information and updates on project delivery, facilities plan, and budget details. Represents the MWMC with regulatory agencies to obtain project approvals and permit renewals including the National Pollution Discharge Elimination System (NPDES) permit. Represents the City and MWMC at Community Advisory Committee meetings.
- 3 Responsible for obtaining the engineering design review exemption status from the Oregon Department of Environmental Quality and oversees MWMC final design approvals.
- 4 Provides direct supervision to front-line supervisor and professional/technical engineering, and administrative staff; prepares performance evaluations; and makes hiring, termination, and disciplinary recommendations.

<b>Essential Duties</b>	
	Provides training and development for staff. Plans, prioritizes, develops work plans, assigns, supervises, and reviews the work of staff.
5	Prepares and delivers in-person presentations to the MWMC governing body and other public officials related to areas of responsibility including the capital improvement program, budget documentation, recommendations, project scoping, and procurement approvals.
6	Evaluates proposed federal and state laws to provide feedback and recommendations to leadership and/or advocacy group(s) on behalf of the MWMC public utility and local government. Ensures MWMC program compliance with federal, state, and local laws, regulations, codes, and standards.
7	Develops and implements quality control and assurance practices to ensure that projects and program objectives are met, scope and schedules are achieved, and projects are delivered while maximizing quality and cost effectiveness. Assesses effectiveness of activities and makes changes to meet the expectations of the governing body, public and stakeholders.
8	Oversees public procurement and provides contract management for the MWMC. Determines procurement methods, scope of work, and deliverables. Evaluates safety and risk mitigation options for implementation during design development. Resolves construction claims and contract disputes.
9	Collaborates with MWMC Executive Officer regarding advanced contract disputes, high-priced expenditures and budget outliers, and regional growth areas. Keeps leadership apprised of programs and project delivery. Provides professional recommendations for planning, policy support, and capital improvements.
10	Performs other duties of a similar nature or level.

<b>Functional Specific Responsibilities</b>
N/A

<b>Qualifications</b>
<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 progressively responsible experience in engineering; and 3-5 years of program and or personnel management experience or an equivalent combination of education or 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>
<b>Technology Skills:</b> <ul style="list-style-type: none"> <li>Analytical or scientific software — HEC-RAS; Mike Urban, HydroCAD or XPSWMM</li> <li>Computer aided design CAD software — Autodesk AutoCAD Civil 3D</li> <li>Document management software — Laserfiche, Accela</li> <li>Enterprise resource planning ERP software — PeopleSoft</li> <li>Internet browser software — Microsoft Edge, Google Chrome</li> <li>Map creation software — ESRI ArcGIS software; ESRI ArcView; Geographic information system GIS software</li> <li>Office suite software — Microsoft Office, Office 365 (e.g., MS Word, MS Excel, MS Outlook, MS Powerpoint)</li> <li>Project management software — Microsoft Project</li> </ul>
<b>Knowledge Required:</b> <ul style="list-style-type: none"> <li><u>Design</u> — Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.</li> <li><u>Engineering and Technology</u> — Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various</li> </ul>

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goods and services.

- Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- 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.
- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Knowledge of common engineering terms and meanings, and the ability to convey to professionals and non-professionals the meanings of concepts.
- 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.
- Computers and Electronics — Knowledge of computer software applications.
- Physics — Knowledge and prediction of physical principles, laws, their interrelationships, and applications to understanding fluid and material dynamics.
- Construction Processes — Knowledge of construction processes, quality control, costs, and other techniques for construction.
- Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.
- Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- Building and Construction — Knowledge of materials, methods, and the tools involved in the construction or repair infrastructure: such as sewers, highways and roads.

### **Skills:**

- 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.
- Speaking — Talking to others to convey information effectively.
- Writing — Communicating effectively in writing as appropriate for the needs of the audience.
- Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Mathematics — Using mathematics to solve problems.
- Time Management — Managing one's own time and the time of others.
- Coordination — Adjusting actions in relation to others' actions.
- Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
- Instructing — Teaching others how to do something.
- Learning Strategies — Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Management of Personnel Resources — Motivating, developing, and directing people as they work, identifying the best people for the job.
- Service Orientation — Actively looking for ways to help people.
- Negotiation — Bringing others together and trying to reconcile differences.
- Persuasion — Persuading others to change their minds or behavior.
- Systems Analysis — Determining how a system should work and how changes in conditions, operations, and the

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environment will affect outcomes.

- Quality Control Analysis — Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
- 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.

### Abilities:

- Written Comprehension — The ability to read and understand information and ideas presented in writing.
- Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression — The ability to communicate information and ideas in speaking so others will understand.
- Speech Clarity — The ability to speak clearly so others can understand you.
- Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Mathematical Reasoning — The ability to choose the right mathematical methods or formulas to solve a problem.
- 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.
- Written Expression — The ability to communicate information and ideas in writing so others will understand.
- Fluency of Ideas — The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).
- Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Near Vision — The ability to see details at close range (within a few feet of the observer).
- Speech Recognition — The ability to identify and understand the speech of another person.
- Visualization — The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.
- 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.
- Number Facility — The ability to add, subtract, multiply, or divide quickly and correctly.
- Category Flexibility — The ability to generate or use different sets of rules for combining or grouping things in different ways.
- Far Vision — The ability to see details at a distance.
- Flexibility of Closure — The ability to identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.
- Selective Attention — The ability to concentrate on a task over a period of time without being distracted.
- Visual Color Discrimination — The ability to match or detect differences between colors, including shades of color and brightness.

## 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)
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Physical Requirements											
	0%	1-10%	11-35%	36-75%	76-100%		0%	1-10%	11-35%	36-75%	76-100%
BODY POSITIONS						PUSH/PULL					
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				
MOVEMENTS						ENVIRONMENTAL HAZARDS					
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			
USE OF HANDS						Heat		X			
Grasping – whole hand		X				Cold		X			
Grasping – pinch grip			X			Restricted workspace		X			
Fine manipulation/feeling			X			Vibration – whole body	X				
Keyboarding				X		Vibration - extremity	X				
LIFT/CARRY						JOB SPECIFIC					
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: 9/13/2021

2023.01 – Revisions by HR

**I have reviewed the job description.**

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