



JOB DESCRIPTION

TITLE: Engineer Manager
DEPARTMENT: Public Works
REPORTS TO: Public Works Director
SUPERVISES: Civil Engineer Technician and Office Administrator III

PURPOSE OF POSITION

Manages and performs complex and professional engineering work for various environmental, water, sewer, street, parks facilities and other public works projects, planning, and programs ensuring technical competence and compliance with all current codes and criteria; serves as Project Manager on assigned projects, supervises assigned staff.

SUPERVISION RECEIVED

Work is done under the Supervision of the Public Works Director and general direction of the City Manager.

ESSENTIAL JOB FUNCTIONS

Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform many of the tasks listed; however, these examples do not include all the tasks that an employee may be expected to perform.

1. Reviews private project development plans for compliance with codes, regulations, and standards, adequacy of applications for permits and compliance with approved plans.
2. Determines applicable codes, regulations, and requirements for assigned projects.
3. Performs simple to complex civil engineering design work, calculates construction quantities, and prepares engineering and construction estimates. Coordinates the preparation of, or develops, engineering plans and specifications. Coordinates required advertising for bids, reviews construction bids and makes necessary recommendations based on lowest and best bids, competency of vendors and consultants, and the selection criteria.
4. Manages and supervises municipal public works projects. Oversees assigned projects to ensure contractor compliance with time and budget parameters.
5. Prepares sanitary sewer, water, storm drainage, and street system maps, data bases, and comprehensive plans.
6. Assures as-built records of projects and documents necessary changes for the operation and maintenance programs.

7. Responds to public or other inquiries relative to engineering procedures on specific projects and provides information.
8. Supervises and reviews utility permits, street use permits, franchise utility permits, etc.
9. Maintains regular contact with consulting engineers, construction project engineers, City, County, State and Federal agencies, professional and technical groups and the general public regarding department activities and services.
10. Assists in the evaluation of the impacts of development proposals, permits, rezones, plats, etc. on traffic and transportation facilities, water, sewer and storm drainage systems.
11. Monitors intergovernmental actions affecting public works operations.
12. Assists in identifying and applying for grants and available funds for capital projects.
13. Supervises subordinate employees. Supervision includes assigning employees work; approving time off requests and adjusting employees' work schedule; assigning and approving overtime; reviewing employees' work product throughout the year and on an annual basis; counseling employees for performance and conduct related issues and issuing non-economic discipline such as written reprimands; when asked, investigating employee complaints. These duties require independent judgement. Responsible for worked performed by subordinate employees.
14. Assists in the training of other City personnel in public works design and construction techniques.
15. Performs additional duties as assigned.

JOB REQUIREMENTS

Education and Experience:

- Graduation from a four-year college or university with a degree in civil engineering or a closely related field; and
- Minimum of five years previous civil engineering experience (local government setting preferred); or
- Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- Thorough knowledge of civil engineering principles, practices and methods as applicable to a municipal setting; Considerable knowledge of applicable City policies, laws, and regulations affecting Department activities.
- Considerable skill in arriving at cost estimates on complex projects.
- Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, City officials and the general public; Ability to conduct necessary engineering research and compile comprehensive reports.

Special Requirements/Licenses:

- Must possess a valid State driver's license or have the ability to obtain one prior to employment. Must be able to maintain a satisfactory driving record.
- Must possess a Professional Engineering (PE) license in Civil or Environmental Engineering from the State of Oregon, or the ability to obtain registration through reciprocity within 3 months.
- Must be physically capable of moving about on construction work sites and under adverse field conditions. (Reasonable accommodations may be made to enable individuals with disabilities to appropriately access construction work sites).

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

- 1. Physical Demands:** While performing the duties of this job, the employee is occasionally required to stand or sit; walk, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk or hear. The employee must occasionally push, pull, lift and/or move up to 20 pounds.
- 2. Vision:** Vision sufficient to read small print, computer screens and other printed documents. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth vision, depth perception and the ability to adjust focus.
- 3. Mobility:** Incumbents require sufficient mobility to work in an office setting and operate office equipment. Some outdoor work is required to inspect various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- 4. Environment:** Normal office setting with some travel for meetings or inspections. The noise level in the work environment is usually quiet in the office and moderate in the field.
 - a. Work is governed by Federal, State, County and City regulations.
 - b. Demonstrated ability to evaluate complex development proposals and to effectively communicate alterations to design engineers resulting in consensus and compliance.
 - c. Ability to design and draft technical plans and specifications for municipal projects.
- 5. Working Conditions:**
 - a. Position has normal business hours. Occasional attendance at evening meetings required.
 - b. Adverse working conditions include exposure to seasonal weather changes including working in inclement weather.
- 6. Resource Accountability:**
 - a. Records maintained include: accountability for files relating to projects such as: improvement agreements, security documents, engineering plans, specifications related to developments, as-built drawings and program records.
 - b. Responsibility for the proper care of City equipment.

GRADE: 19
FLSA STATUS: Exempt

LAST UPDATE: March, 2023
BARGAINING UNIT: Non-represented