

City of Oregon City	Position Description
Position: City Engineer	Management
Department/Site: Public Works / Engineering	FLSA: Non-Exempt
Evaluated by: Public Works Director	Salary Grade: 155

Classification Summary

The City Engineer serves as a professional Engineering Manager and deputy department director with extensive technical and managerial responsibility for complex public works and development projects. Working in close coordination with the Public Works Director, the City Engineer plans, organizes, directs, and reviews the work of professional, technical, and administrative staff supporting the Engineering Division, exercising considerable discretion and independent judgement in overseeing capital improvement projects, engineering standards and specifications, development review, and short- and long-range infrastructure planning.

The City Engineer provides professional engineering advice and recommendations to the Public Works Director on infrastructure policy, capital investment, and regulatory matters. The position participates in the development, administration, and oversight of the capital improvement program and Engineering Division budget, including consultant and construction contracts, and ensures responsible stewardship of public funds.

The City Engineer represents the City in interactions with elected officials, other City departments, County, state, and federal agencies, engineering and construction firms, developers, and the public. The role includes authority for engineering review and approval of plans, specifications, and contracts, and accountability for ensuring compliance with applicable laws, regulations, and professional engineering standards. The position requires a high level of professional engineering judgment and accountability consistent with licensure requirements and may provide technical leadership in support of emergency response and infrastructure recovery efforts.

Typical Duties and Responsibilities

The list of duties is a representative sample of the work appropriate to this class and does not include all the duties or specific tasks that may be assigned to a particular position. The incumbent may perform a combination of some or all the following duties:

- Participate in and support the development, implementation and evaluation of the mission, vision, goals, and objectives of the City, Public Works Department, Engineering Division and individual work groups; recommend modifications to programs, policies and procedures as appropriate.
- Oversee the preparation of public works construction plans and technical studies for streets, water, wastewater, stormwater, sidewalks, and related infrastructure associated with the City's Capital Improvement Program, and public works operations.
- Develop and oversee short and long-range strategic plans for facility and infrastructure maintenance, replacement, and expansion; direct studies supporting long-range planning of public facilities improvement and expansion of public facilities and delivery of public works

services.

- Provides highly complex and responsible engineering support to the Public Works Director; perform and oversee engineering work requiring advanced professional judgement in accordance with applicable federal, state, and local laws, regulations and professional standards.
- Ensure responsibilities and accountability within the Engineering Division are clearly defined; oversee staffing, training and work assignments; evaluate employee performance; provide technical guidance and counseling; and interpret and apply applicable personnel policies.
- Oversee, coordinate, and participate in the development, administration and monitoring of the Engineering Division and capital improvement program budgets; provide forecasts of staffing, equipment, materials, and service needs; approve expenditures; and recommend and implement budget adjustments as necessary.
- Identify the need for consultants or specialized technical services; oversee consultant selection process; negotiate and administer professional services contracts; and prepare, negotiate, recommend and manage contracts and intergovernmental agreements and contracts with municipalities and private entities.
- Conduct and oversee reviews of the physical condition of City facilities and infrastructure to ensure needed improvements are incorporated in the department's operating and capital budgets, direct capital project programming, project development, and construction of City facilities and infrastructure.
- Meet with the public, boards, committees, commissions, special interest groups and other stakeholders to discuss public works projects, infrastructure operations, maintenance needs, and capital improvement initiatives.
- Provide technical expertise and oversight for development related engineering studies, including feasibility evaluations, field issue resolution, and the development of practical engineering solutions; assemble and analyze technical data and provide professional recommendations.
- Coordinate and oversee technical reviews to ensure land use actions and complex development proposals do not adversely affect transportation, water, wastewater systems or stormwater systems; identify potential development conflicts and work collaboratively with stakeholders to resolve issues.
- Establish and maintain performance standards, processes and systems to ensure planning, development, and engineering review activities are conducted efficiently, consistently and in alignment with City objectives.
- Perform other duties assigned that support the overall mission and objectives of the position.

Minimum Qualifications

Knowledge

This position requires specialized knowledge of:

- Principles, practices, and methods of public works administration, municipal engineering, capital improvement planning and delivery, construction management, infrastructure maintenance, and program development and administration.
- Modern theories, principles, and methods of municipal organization, management, and information flow, including coordination across departments and with external agencies.
- Applicable federal, state, and local laws, regulations, codes, ordinances and professional standards governing public works engineering, construction, development review, and infrastructure maintenance.
- Principles and practices of budget development, administration, and financial management of operating budgets, capital improvement programs, and engineering construction projects.
- Issues, trends and constraints influencing public works programs, infrastructure planning, land development and capital project delivery.
- Research, data collection, and analytical methods used to evaluate technical, operational, and policy issues and to develop practical engineering and management solutions.
- Applied mathematics and engineering principles sufficient to perform statistical analysis and interpret complex engineering plans, specifications, maps and technical reports.
- Proficient with personal computer applications and informational systems used to support engineering and public works operations, including databases, data analyses tools, and common office productivity software.
- Methods and techniques for effective communications related to infrastructure projects and public works programs.
- Advanced written and verbal communication skills, including the ability to prepare clear, concise, accurate, and persuasive reports, correspondence, staff reports, and presentations for both technical and non-technical audiences.
- Strong interpersonal, leadership, and human relations skills, including the ability to present complex or sensitive information, facilitate discussions, and communication effectively with diverse audiences, elected officials, staff and community stakeholders.

Skills and Abilities

This position requires the ability to carry out, but is not limited to, the following functions:

- Ability to plan, direct, and integrate complex engineering and public works functions, including capital construction, infrastructure maintenance, development-related engineering services, and associated fiscal management activities.
- Ability to direct, administer and monitor business plans, operational and capital improvement program budgets.
- Ability to conduct, direct and evaluate complex technical research, data analysis, and engineering studies.
- Ability to interpret, explain and apply applicable federal, state and local laws, regulations, codes, ordinances and policies governing public works engineering, construction, and maintenance.
- Ability to analyze proposed legislation, regulations, and programs and assess their potential impacts on public works infrastructure, services and operations.

- Ability to assemble, analyze, and present complex engineering, utility and infrastructure information clearly and effectively to non-technical audiences.
- Ability to communicate effectively both orally and in writing, including preparation of clear, concise and persuasive reports, correspondence, staff reports, and presentations.
- Ability to provide effective leadership, coordination, and problem solving in addressing public infrastructure and utility system needs.
- Ability to establish and maintain effective working relationships with City staff, public officials, public agencies, consultants, contractors, developers, and the public.
- Ability to exercise sound judgement, tact, diplomacy and professionalism when interacting at all organizational levels and in sensitive or high-profile situations.
- Ability to present ideas clearly, facilitate discussions, resolve conflicts, manage and evaluate employee performance, and conduct advanced negotiations.
- Ability to work occasional evenings or extended hours to attend public meetings, project reviews, and community engagement sessions.
- 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 the department.

Education, Training, and Experience

A typical way to obtain the required knowledge and abilities would be to obtain a bachelor's degree in Civil Engineering, Construction Management, or a related field and five plus years of progressively responsible experience in public Works engineering and construction management with 3 years of supervising professional, technical, and/or trade staff. Any combination of education, training, and experience that provides the knowledge, skills, and abilities necessary to successfully perform the essential duties outlined above.

Additional desirable qualifications include professional engineering experience related to public works infrastructure, and/or master's degree in Construction Management, Public Administration, or Business Administration.

The position also requires a valid driver's license and registration as a Professional Engineer (PE) in the State of Oregon, or the ability to become registered within six months of placement. Employees must be able to travel to project sites and attend meetings or public processes, which may include evenings or extended hours, as required.

Other Requirements

- Valid driver's license and ability to meet the City's driving standards.
- Pass a criminal background check.
- Certification as a Professional Engineer (PE) in the State of Oregon or the ability to become registered within six months of placement.
- Ability to work occasional evenings or extended hours to attend public meetings, project reviews, and community engagement sessions.
- Must be able to work in field environments, including construction sites and remote locations.
- Ability to perform essential duties with or without reasonable accommodation.

Working conditions/Physical and Mental Demands

The position works primarily in an office environment but frequently visits public works project sites, construction areas, and utility facilities. Site inspections may involve exposure to outdoor weather, traffic, uneven terrain, and construction hazards. The position may require walking, climbing, standing, and occasional lifting of objects up to 25–50 pounds.

The role involves managing multiple complex projects, analyzing technical and financial data, making sound judgments, and responding to urgent infrastructure issues. Frequent interaction with staff, officials, contractors, and the public requires strong communication, interpersonal, and conflict-resolution skills. Work may include evenings or extended hours for public meetings, project oversight, or emergency response.