

# CITY OF WEST LINN

## JOB DESCRIPTION

**Job Title:** ASSOCIATE ENGINEER

### General Functions:

Under the limited supervision of the Civil Engineer II, this position performs a variety of technical and professional work in engineering. Work involves project design, drafting, project management, and inspection. Ensures compliance with plans, codes, specifications, and contract provisions; ensures compliance with City's standards and specifications; and performs related work as required. Requires interaction with the general public, appointed and elected officials, consulting engineers, developers and contractors regarding technical issues.

### Duties and Responsibilities:

*(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)*

- 1) Contribute to a positive work environment.
- 2) Designs and prepares plans, cost estimates and specifications for street, traffic, storm, water and sanitary sewer projects; coordinates with and presents the project details to public and private agencies and citizens groups; and maintains notes and details for as-built construction drawings.
- 3) Manages public improvement projects, coordinates projects with Operations staff, and organizes necessary meetings between contractors and involved parties.
- 4) Reviews and processes private development proposals and plans for compliance with City codes and standards and provides written reports and recommendations as required.
- 5) Inspects public improvement projects to ensure compliance with plans and specifications; works with contractors as a project partner to resolve problems, and maintains inspection and pay notes as required in coordination with other City staff.

- 6) Answers public inquiries on construction and development related projects as well as construction restrictions and requirements.
- 7) Performs calculations and operates a variety of computerized equipment in order to prepare and plot plans utilizing Computer Aided Design/Drafting (CADD) software.
- 8) Inspects erosion control measures and BMPs for development. Authorized to issue stop work orders for work under purview.
- 9) Prepares designs under the supervision a licensed engineer.
- 10) Participates in the land use process, attendance at Planning Commission meetings and City Council meetings as required.
- 11) Performs traffic counts/investigations and prepares supporting material and recommendations for Traffic Safety Committee meetings.
- 12) Prepares ordinances, revisions and procedures for the City's design and construction standards and development code.

**JOB SPECIFICATIONS:**

*(Job preparations and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience may be considered.)*

1) Job Preparation:

a. Education

- i. Requires a Bachelor of Science Degree and an Oregon Engineer in Training (EIT) Certificate.
- ii. Requires a minimum of six months CADD experience, preferably AutoCAD.
- iii. Requires a valid driver's license.

2) Supervision:

- a) Received: Work is performed highly independently under the general supervision of the Civil Engineer II.

- b) Exercised: This position may act as lead worker and be responsible for the day-to-day monitoring and direction of an Engineering Technician position. May also assume responsibility for coordination of specific projects: including supervising, monitoring and concluding of work in a timely manner.

3) Communication:

Contacts and relationships which are made outside the City organization include: general public; contractors; developers; and County, State, and Federal agencies. This position requires the ability to understand, respond (orally and in writing) to various contacts and present both technical and non-technical information in public forums.

4) Cognitive Functions:

- 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) Has normal business hours. May be required to attend evening meetings.
- b) Adverse working conditions include exposure to seasonal weather changes including working in inclement weather.

6) Resource Accountability:

- a) May commit City resources of up to \$500 with the verbal approval of supervisor.
- b) 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.
- c) Responsible for the proper care of City equipment.

*The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*