

CITY OF WEST LINN
JOB DESCRIPTION

Job Title: CITY ENGINEER

General Functions:

This position reports to the Director of Public Works or his/her designee. In the absence of the Public Works Director, the City Engineer may be appointed as Acting Director. This position performs or manages a variety of professional engineering work, budgeting preparation and implementation and management of professional consultant and construction contracts. The City Engineer oversees the Public Works Engineering component in a collaborative relationship with Public Works Operations for the master planning, budgeting, scheduling, and contracting for construction, maintenance, and management of public works facilities. This collaboration extends to other agencies and municipalities to the benefit of the City of West Linn. Public Works infrastructure includes street and related traffic systems, storm water management, sanitary sewer, and potable water. The City Engineer also performs or oversees review and inspection as related to required public improvements related to development applications.

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) Manage preparation of master plans for the City's utilities, and assist in implementing those plans through the City's capital programs consistent with the master plans.
- 3) For all Public Works utility projects:
 - a) Facilitate collaboration between utility supervisors and utility engineers to identify, budget, design, schedule, and manage construction of public works' maintenance and improvements projects.
 - b) Develop or supervise the development of designs, plans and specifications for civil engineering projects including streets, water, sanitary sewers, storm sewers, sidewalks and similar elements of the city public works facilities.
 - c) Ensure plans comply with city, state, and federal standards and regulations.

- d) Provide quality control/assurance review and approve engineering plans, specification, contracts and reports including determining if the best solution has been selected.
 - e) In collaboration with the Public Works Director, manage contractors on City utility projects and provide progress reports to the Public Works Director.
 - f) Manage engineering oversight of projects.
- 4) Oversee development of intergovernmental agreements and develop professional service contracts, as needed.
 - 5) Prepare reports and provide engineering expertise to support staff, other City departments, boards, commissions, and City Council including evaluating alternatives and recommending courses of action. Respond to inquiries from the general public on engineering-related issues.
 - 6) Provide leadership through planning, organizing, directing and supervising all activities of the division to achieve goals within available resources related to Engineering. Study and standardize procedures to improve efficiency and effectiveness of the operations of the division including GIS and CAD, Construction standards, construction layouts and surveys.
 - 7) In collaboration with the Planning and Building Department, develop processes and systems to ensure that engineering issues are addressed in the area of planning and development.
 - 8) Facilitate the coordination of work with Public Works Operations, other City departments as well as other agencies and organizations that may be concerned or affected by various construction or engineering projects.
 - 9) Provide direct and oversight supervision of engineering staff including development of work plans, assignments, schedules, employee selection, training, performance evaluation and discipline.
 - 10) Under guidance of the Public Works Director, develop short and long-term plans for the engineering division consistent with the goals and direction established by the City Council and directed by the City Manager.
 - 11) Develop, manage and implement the engineering division budget based on staffing and resource requirements and programs objectives and goals. Monitor the budget to ensure compliance with approved budget levels and standards.

- 12) Represent the City and Department to federal and state agencies and other jurisdictions to advocate City policies regarding engineering issues including exchanging knowledge and resolving conflicts. Also represent the City and Department at public hearings, meetings and conferences with respect to engineering issues.
- 13) Perform additional duties, as required.

SPECIFICATIONS:

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

1) Job Preparation:

a) Education:

A Bachelor's Degree in Civil Engineering from an accredited college or university and a minimum five (5) years experience in professional engineering are required. This position requires project management expertise, and a minimum of three (3) years supervisory experience. Any combination of experience and training which ensures the ability to perform the work may be considered as substitution for the above.

b) Training:

- i. Registration as a professional engineer (PE) in Oregon required.
- ii. Additional qualifications that are desired include professional engineering experience related to public works and/or Master's degree in Construction Management, Public Administration, or Business Administration.
- iii. A valid driver's license is required at the time of appointment.
- iv. Specialized ability to assemble, organize, and present engineering and utility-related technical information in a format capable of being understood by non-technical persons. Ability to communicate orally and ability to write clear and concise reports, letters, and presentation. Ability to provide effective leadership and coordination in developing solutions to public utility infrastructure needs. Ability to establish and maintain effective working relationships with fellow employees, public officials, other agencies, and the general public. Ability to exercise resourcefulness, tact and perspective when interacting on all levels.

v. Knowledgeable of:

1. various contract types, functions, and advantages
2. contract administration and construction management

2) Supervision:

Received: Work is performed highly independently with the Director of Public Works providing general direction and supervision.

Exercised: Provides direct and general supervision to professional and technical staff of the Engineering Division.

3) Communication:

The City Engineer actively participates in a collaborative relationship with the Public Works Operations division for the purpose of managing the department work. The City Engineer is expected to maintain effective working relationships with engineering and public works staff members. The City Engineer is expected to maintain effective working relationships with consultants, contractors, developers, elected officials, and the general public. Communications often require considerable tact and judgment. The City Engineer routinely interacts with other jurisdictions in the region and represents the department at public hearings and meetings.

4) Cognitive Functions:

Work is governed by written City and departmental policies, procedures, ordinances, professional engineering principles and practices, and county, state, and federal regulations; familiarity with same and in collaboration with other City departments and jurisdictions resolve any discrepancies.

Ability to assign and schedule the engineering work on projects such as street improvements, water and sewer systems, and other systems of similar complexity.

Ability to select engineering staff, provide or coordinate staff training, work with employees to correct deficiencies, and implement discipline procedures.

Ability to work collaboratively in the:

- i. planning and budgeting of public works projects.
- ii. managing the preparation of plans, specifications, cost and quantity estimates, and bid packages/contract documents for public works construction projects and/or consultant contracts.

- iii. managing the design of and construction of Capital Maintenance and Capital Improvement Program projects.

Ability to supervise and participate in the creation, development and implementation of Local Improvement Districts for water, stormwater, sanitary sewer and transportation utilities.

Ability to review extensions to existing water, sewer and street systems of the City for compliance with established engineering principles and comprehensive plan requirements.

The City Engineer facilitates the work of groups, committees and work teams consisting professional, technical and non-technical members.

5) Working Conditions:

This position routinely works normal business hours, but may be required to attend night meetings. Varying amounts of time will be spent in the field and office.

The duties are performed in a variety of office and field environments.

6) Resource Accountability:

The City Engineer may commit City resources up to one thousand (\$1000) without higher approval.

This position is responsible for developing, implementing and managing the division budget under the guidance of the Public Works Director.

This position is responsible for directing and managing the proper procurement, maintenance, and disposal of engineering assets.

The City Engineer ensures proper filing and retention of procurement, project, and engineering documents.

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.