

CITY OF WEST LINN

JOB DESCRIPTION

Job Title: CIVIL ENGINEER II

General Functions:

Performs professional engineering and program management work, assisting the City Engineer or his assistant in administering the responsibilities of the Public Works Department Engineering Division. Provides incisive engineering judgment to the City Engineer or their assistant regarding program issues. Requires minimal supervision and consistently demonstrates capability to independently manage a program area. Supervises assigned personnel and coordinates various office and field engineering tasks.

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. Contributes to a positive work environment.
2. Maintains a positive relationship with contacts specific to them and positions outside the City organization.
3. Provides information to contractors, engineers, developers, and general public for both private development and City-funded projects. May be involved in all phases of planning, designing, and construction of capital projects.
4. Makes independent decisions regarding engineering problems and methods.
5. Coordinates work with other City departments as well as other governmental agencies that may be concerned or affected by various construction projects.
6. Prepares annual program budget and assists the City Engineer or his assistant with preparation of annual departmental budget.
7. Develops and recommends procedures for plan review, project inspection, code enforcement, and other aspects affecting the program.
8. Supervises assigned support staff including prioritizing and developing work plans, evaluating staff performance, setting standards, monitoring progress, and interpreting policies and procedures.

9. Develops and administers professional service contracts including development of scope, selection criteria, and schedule.
10. May act in capacity of the Assistant City Engineer, during his/her absence.

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:

- i) Requires a Bachelor's Degree in Civil Engineering from an accredited college or university. Master's Degree in engineering, management, or public administration, a plus.

b) Training/Experience:

- i) Requires a minimum of five (5) years experience as a professional engineer in any state.
- ii) Must have a valid Oregon Professional Engineer's License or ability to obtain within six (6) months of appointment and two (2) years supervisory experience.
- iii) Ability to train professional and technical personnel and supervise the work of others. Ability to effectively coordinate and plan multiple long-range and short-range projects simultaneously. Ability to prepare and interpret engineering plans and specifications. Ability to prepare technical reports.
- iv) Must possess a valid Driver's License at time of appointment. Demonstrable experience using personal computers including word processing and spreadsheet application software and CAD necessary. Experience with GIS software, a plus.

2) Supervision:

Received: Receives general direction from the City Engineer. Ability to act independently required.

Exercised: Routinely supervises and directs technical and clerical staff based on size of the program.

3) Communication:

Internal communications include wide coordination with the City organization including appointed and elected officials. External communications include daily contacts with consultants, developers, contractors, general public, as well as other jurisdictions and agencies. Communications may be verbally (in person or by phone), or in writing. May assist in conducting investigations, studies, and preparing and presenting reports. Provides testimony in public forums, including Planning Commission, City Council and possible court proceedings. Is entrusted with and required to communicate highly confidential information on a limited basis.

4) Cognitive Functions:

Work is primarily governed by APWA, AWWA, ODOT, West Linn Municipal Code, applicable federal, state and local requirements, and generally accepted engineering and public works practices. Interprets, and explains City Policies and recommends changes. Prepares and interprets engineering plans and specifications. Represents Engineering Department at various meetings, conferences, and public forums, as requested by the City Engineer.

Performs related work as required. May handle complaints as they relate to engineering.

May participate in or manage Engineering review of land-use applications and construction of developer-funded public improvements.

Coordinates with City staff and with external entities to consolidate requirements into scope and schedule of short-term and long-term projects. Schedules or assigns work to technical engineering staff and performs a variety of research and long-range programs.

5) Working Conditions:

Position has normal business hours. Requires occasional attendance at night meetings to attend/participate in City and other public forums.

Duties are normally performed in an office environment which include a variety of activity levels including sedentary and walking. May be exposed to inclement weather while investigating projects or conducting exterior engineering work.

6) Resource Accountability:

May commit program resources up to five hundred (\$500) without higher approval. Responsible for the maintenance of engineering records for purchases and expenses. Responsible for proper maintenance of engineering equipment and facilities assigned to

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Program. Requires accurate and timely accounting of hours worked for divisional cost recovery. Monitors expenses and makes recommendations to City Engineer regarding Engineering Department budget.

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.