

CITY OF WEST LINN

JOB DESCRIPTION

Job Title: ASSISTANT CITY ENGINEER

Department: PW Engineering	FLSA Status: Exempt
Employee Group: Management and Confidential	Salary Grade: 30
FTE Status: Full Time	Date: January 2019

GENERAL FUNCTION:

Under the general direction of the Public Works Director/City Engineer, this position is responsible for providing assistance in planning, organizing, and directing the overall operation of the City's Public Works Engineering Division as well as performing and/or managing a variety of professional engineering work, budgeting preparation, and management of professional consultant and construction projects. The Assistant City Engineer may serve as the Public Works Director/City Engineer in his/her absence and performs special projects as assigned in support of the overall Department.

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) Performs engineering project management, design, and construction inspection services for capital improvement projects including determining project criteria, maintaining project schedules, establishing and updating project costs/estimates, establishing contract specifications, and coordinating with other City staff involved in projects.
- 3) Supervises support staff including prioritizing and developing work plans, evaluating staff performance, monitoring progress on reports and projects, interpreting policies and procedures, establishing standards, making personnel recommendations, and providing training and development for staff.
- 4) Manages the functions of the development review process including supervising engineering staff, updating development standards, providing civil and transportation engineering expertise

to all City staff and consulting engineers for private developers.

- 5) Oversees professional service contracts for capital improvement projects, technical studies, and master plan updates including determining project scope, schedules, consultant criteria and selection, and administration of consulting contracts.
- 6) Oversees the City's Geographic Information System (GIS) and GIS staff to maintain accurate mapping and data. Works with City departments and other agencies to develop and maintain GIS services related to storage, retrieval, and analysis of geographically referenced data.
- 7) Prepare reports to disseminate information to City administration and elected officials concerning local and regional issues including determining report content and format.
- 8) Serves as City representative to local advisory boards and regional organizations including advocating City policies and scheduling briefings on local and regional issues. Respond to inquiries from the general public on engineering-related issues.
- 9) Performs regulatory oversight for City on utility and/or transportation requirements including preparing and filing reports and advising supervisor of new or amended regulations.
- 10) Assists Public Works Director/City Engineer in the development of overall department budgets as well as monitoring expenditure/budget activity for utility, street, and SDC budgets.
- 11) Manages special City projects and programs including capital improvements and engineering studies. Prepares reports and makes presentations to the City Council, various City committees, and others.
- 12) Perform other 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 to include previous decision making experience in day-to-day operations such as

hiring employees, conflict resolution and adjusting processes based on necessary corrective actions. 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. A valid driver's license is required at the time of appointment.
- iii. Demonstrated expertise in CADD based design.
- iv. Knowledge of theories and principles in management, budgeting, civil engineering, construction, contract management, problem resolution, personal computing, and relevant local/state/federal laws and regulations.

2) Supervision:

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

Exercised: Provides direct and general supervision to professional, technical, and support staff of the Public Works Department Engineering Division.

3) Communication:

The Assistant City Engineer is expected to communicate effectively with coworkers, management, elected officials and the general public. Must display excellent interpersonal skills and awareness of controversial and/or sensitive issues. The City Engineer routinely interacts with other jurisdictions in the region and represents the City and 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 local, county, state, and federal regulations; familiarity with same and work in collaboration with other City departments and jurisdictions to 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 planning, budgeting, design, management, and construction of capital projects.

Facilitate the work of groups, committees and work teams consisting of 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. Duties will occasionally involve dealing with distraught or difficult individuals.

Frequent repetitive motions. Often required to move about as well as remain stationary. Must have the ability to effectively communicate, both orally and in writing.

Moderate Physical Work: Must be able to move objects by exerting up to (20) pounds of force frequently, and/or up to (10) pounds of force consistently. The duties are performed in a variety of office and field environments.

6) Resource Accountability:

This position is responsible for developing, implementing and managing assigned budgets under the guidance of the Public Works Director/City Engineer.

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.

Employee Signature

Date