

# CITY OF MILWAUKIE

## **CLASSIFICATION: Engineering Project Manager**

Department: Community Development/Engineering  
Location: Johnson Creek Boulevard

Grade Number: 64  
Union: AFSCME

FLSA: Non-exempt  
EEO Category: 2- Professional

## **DESCRIPTION:**

This position performs a variety of technical and professional work in engineering. Work involves project design, drafting, project management, and inspection, managing a process to define scope of work and retain outside engineering consulting services and administer consultant contracts as needed. The incumbent is responsible for coordinating with and presenting project details to the public and private agencies and citizen groups. This position reports to the Engineering Director.

## **DUTIES AND RESPONSIBILITIES:**

*(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks, which an employee may be expected to perform.)*

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Manages public improvement projects, coordinates projects with Public Works staff, and organizes necessary meetings between contractors and involved parties. Also, manages special studies, such as sewer feasibility, water rate studies, and sewer rate studies.
2. Designs and prepares plans, cost estimates and specifications, or manages consultants to do same, 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. Involves project investigation and prioritization; project recommendation and design in accordance with applicable regulations and standards; and coordination with City departments and citizens groups.
4. Researches and prepares legal descriptions for utility and construction easements for Public Works projects.
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.
6. Answers public inquiries on existing and proposed public facilities, tax lot numbers, and construction restrictions and requirements. Answers public complaints on construction related requirements.
7. Performs calculations and operates a variety of computerized equipment in order to prepare and plot project designs. Uses standard office software and specialized engineering software on a daily basis.
8. Performs topographical surveys and construction staking.
9. Serves as a member of various employee and citizen committees, as assigned.
10. Attends and participates in community and neighborhood meetings.
11. Maintains positive public relations with customers and is responsive to customer needs.
12. Develops safe work habits and contributes to the safety of self, co-workers and the general public.
13. Performs other duties as required.

## **JOB SPECIFICATIONS:**

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

### **1. Job Preparation:**

#### **a) Education:**

- i) Requires a Bachelor's degree from an accredited college in Civil Engineering or a closely related field; or
- ii) Any equivalent combination of education and experience.

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2. **Prior Experience:**
  - a) **Work Experience:**
    - i) Requires at least four (4) years utilizing technical skills in Engineering or closely related field; or
    - ii) Any equivalent combination of education and experience.
  - b) **Necessary Knowledge, Skills and Abilities:**
    - i) Working knowledge of civil engineering principles, practices and methods as applicable to a municipal setting.
    - ii) Working knowledge of applicable City policies, laws, and regulations affecting division activities.
    - iii) Skill in preparing work plans and work scopes needed to retain outside consulting services
    - iv) Skill in managing consulting contracts and consulting teams.
    - v) Skill in arriving at cost estimates on complex projects.
    - vi) Skill in design and management of projects related to traffic, street and storm.
    - vii) Skill in project inspection, topographic surveying and use of advanced engineering software.
    - viii) Ability to research and prepare legal descriptions.
    - ix) Ability to manage projects and prioritize multiple assignments within tight timeframes.
    - x) Ability to conduct necessary engineering research and compile comprehensive reports.
    - xi) Ability to perform field inspections
    - xii) Ability to establish and maintain effective working relationships.
    - xiii) Ability to work as a team member.
    - xiv) Ability to perform the essential functions of the job.
3. **Special Requirements:**
  - a) Must be registered as an Engineering Intern or be able to obtain the certificate within six (6) months from date of hire.
  - b) Must possess, or be able to obtain by time of hire a valid Oregon or Washington State Driver's License.
4. **Tools and Equipment Used:**
  - a) Computer and printer, fax machine and copy machines; Computer software including MS based word-processing, spreadsheet, and data base and AutoCAD Civil 3D software; standard drafting tools; surveying instruments; telephone and mobile radio.
5. **Supervision:**
  - a) This is not a supervisory classification.
  - b) Works under the general direction of the Engineering Director.
6. **Communications:**
  - a) This classification has moderate communications with employees from other departments, vendors, other government entities, professional service firms and the public.
  - b) Communication is frequently complex and occasionally involves confidential or sensitive information.
7. **Cognitive Functions:**
  - a) Work is performed with a moderate level of independence using established and known procedures.
  - b) Problems needing resolution are of a moderate degree of difficulty with precedent or other resources often available.
  - c) Actions could result in some liability to the City.

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8. **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- a) Most work is performed in a standard office environment.
- b) Moderate levels of physical effort, temperature extremes, dirty or otherwise disagreeable conditions are present while occasionally performing field survey work, field inspections or setting traffic counters.
- c) Some evening meetings required.

9. **Resource Accountability:**

- a) This classification has limited impact on assigned project budgets.

*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.*

Adopted: 9/20/13