

CITY OF MILWAUKIE

CLASSIFICATION: ASSISTANT CITY ENGINEER

Department: Community Development/Engineering
Location: Johnson Creek Boulevard
EEO Category: 1-Officials & Administrators

Grade Number: 29
Management, Supervisory Confidential Group
FLSA: Exempt

DESCRIPTION

This position is considered a first-line management position, and as such is considered a working manager/supervisor, that will have both managerial and project duties, as deemed necessary. Under the direction of the Engineering Director/City Engineer the Assistant City Engineer will plan, supervise, direct, organize, coordinate and review the work of professional, technical and administrative staff related to assigned programs and activities of the Engineering department; designs and/or reviews work and evaluates the design of streets, wastewater, water, stormwater or other public facilities involving significant accountability and decision-making responsibility; manages the effective use of the City's engineering resources to improve organizational productivity and customer service; provides highly complex oversight and analysis and provides support to the Engineering Director in areas of expertise; and performs related work as required.

Assists developers, contractors, engineers and the public with City standards, criteria, codes and ordinances. Manages consultant or contractor contracts as needed and manages staff who may do similar tasks. Successful performance of the work requires an extensive professional background as well as skill in coordinating work. This position is distinct from the Civil Engineer position due to the larger scope of staff management responsibility, while also managing the implementation of complex engineering capital projects/programs and/or managing the Development Engineering group.

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. Provides leadership through planning, organizing, directing and supervising all activities of assigned engineering staff to achieve stated goals within available resources.
2. Plans and organizes workloads and staff assignments; trains, motivates and evaluates staff. Has authority to hire, evaluate performance and take corrective action as needed.
3. Performs project management work; supervises or performs project planning and design; represents city in administering terms and conditions of project contracts; supervises completion of projects objectives and adheres to technical policies; assigns project resources; evaluates project costs and work progress.
4. Assists in the development of the Capital Improvement Program and updates it for the biennium budget.
5. Oversees and reviews engineering plans of staff and contract consultants including providing expertise, attending meetings and making recommendations. Determines when plans are complete and in compliance with codes, laws and adhere to city standards and accepted engineering practices; recommends changes or approves and certifies subordinates work.
6. Conducts engineering research studies related to the feasibility of proposed projects or methods, the evaluation of on-going projects, or the determination of solutions to existing field problems; assembles and evaluates technical data; provides technical guidance or proposed solutions.

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7. Oversees project/program management including determining scope, designing projects, projecting costs, writing bid specifications, reviewing bids, preparing and processing applications for permits, managing contracts, scheduling work, negotiating change orders, ensuring project/program is on schedule, signing off on completed projects/programs, authorizing payment on invoices, and monitoring projects are in conformance with schedules established and within budgets set.
8. Provides information to contractors, engineers, developers and public regarding programs and projects.
9. Provides highly complex professional staff assistance to the Engineering Director; develops and reviews staff reports related to engineering activities, projects and services; presents reports to boards, commissions and committees; performs a variety of public relations and outreach work related to assigned activities.
10. Supervise/perform construction inspection of public improvements for private development and public improvement projects. Interpret contract plans and specifications; works with contractors as a project partner to resolve problems.
11. Plans, schedules and assigns projects, reviews progress, establishes priorities, estimates staffing needs and schedules and assigns work to meet completion dates. Resolves conflicting and contradictory priorities; ensures work is accomplished in a timely and fiscally responsible manner. Identifies opportunities for improvement and makes recommends to the Engineering Director.
12. Represents department at pre-application and preconstruction conferences and/or development conferences as directed.
13. 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 records, notes and details for as-built construction drawings.
14. Maintains positive public relations with customers and is responsive to customer needs; identifies and reports findings and takes necessary corrective action.
15. Assist Engineering Director in accomplishing the performance and project goals for the engineering department.
16. Maintains professional proficiency by attending conferences, reviewing reports and studies, reading professional journals, and networking with others in the engineering field.
17. Develops safe work habits and contributes to the safety of self, co-workers and the public.
18. Adheres to Project Management professional guidelines.
19. May serve as the Engineering Director in his or her absence.
20. 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 in Civil Engineering from an accredited college or closely related field; or
- ii) Any equivalent combination of education and experience.
- iii) PMP certification highly desired.

2. Prior Experience:

a) Work Experience:

- i) Requires a minimum of 5 years' experience utilizing technical skills in the Engineering Field. Work experience must include municipal engineering including survey, design and project management of sewer, water and/or street projects. 2 years of construction management/inspection experience desired. Experience implementing a CIP desired. Municipal engineering experience may be as a municipal employee or consultant.

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b) **Necessary Knowledge, Skills and Abilities:**

- i) Thorough 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) Knowledge of project management principles and techniques.
- iv) Ability to effectively supervise and motivate staff.
- v) Ability to learn and apply local land use planning ordinances and state statutes governing the planning, public hearing and environmental decision making processes.

- vi) Ability to analyze, and interpret complex data and understand and synthesize legal and technical language to develop logical recommendations.
- vii) Ability to coordinate, negotiate and resolve conflicting points of view to obtain successful outcomes.
- viii) Ability to effectively provide liaison and coordination between the City and other agencies.
- ix) Ability to manage projects and prioritize multiple assignments under tight timeframes.
- x) Ability to write comprehensive reports within prescribed timeframes.
- xi) Skill in design and management of projects related to traffic, street, water, sewer and storm.
- xii) Ability to conduct necessary engineering research and compile comprehensive reports.
- xiii) Ability to exercise sound judgement in evaluating situations quickly and objectively and to recognize actual and potential conflict situations and to determine proper course of action.
- xiv) Skill in arriving at cost estimates on complex projects.
- xv) Ability to perform field inspections.
- xvi) Ability to establish and maintain effective working relationships.
- xvii) Ability to work as a team member.
- xviii) Ability to perform the essential functions of the job.
- xvii) Ability to communicate complex plans to the general public.

3. **Special Requirements:**

- a) Must have an Oregon Professional Engineering license (or Professional Engineer license from another state, and obtain an Oregon license within 6 months from date of hire).
- b) Must possess, or obtain by time of hire, a valid Oregon or Washington State Driver's License.
- c) Must be able to pass the department's security clearance standards including review of driving record

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 computer aided design software standard drafting tools, surveying instruments, and mobile radio.

5. **Supervision:**

- a) This position has supervisory responsibility over assigned staff.
- b) Operates under the general direction and supervision of the Engineering Director.

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6. Communications:

- a) Has frequent communications with other departments, vendors, other government entities, professional service firms, the public, and other employees.
- 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, with some guidance from existing policies and procedures.
- b) Creativity and innovation are sometimes required to solve problems of moderate difficulty with precedent often available.

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

9. Resource Accountability:

- a) Considerable influence over project work, facilities, and equipment.
- b) Manages extensive databases and contracts.
- c) Persons in this classification are responsible to make purchasing decisions resulting in the most efficient solution for the lowest cost.

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.

Drafted: 6/1/2017
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