



**City of Tigard  
Public Works Department**

**ASSISTANT CITY ENGINEER  
Job Classification**

**DEFINITION**

Under general direction of the City Engineer, plans, organizes, oversees, coordinates, and reviews the work of professional, technical, and administrative staff performing difficult and complex support related to assigned programs and activities of the Engineering Division; manages the effective use of the City's engineering resources to improve organizational productivity and customer service; provides highly complex and responsible support to the City Engineer in areas of expertise; and performs related work as required. This position typically manages a sub-unit of the Engineering Division such as the Development Engineering group; also acts as project manager for complex, policy sensitive capital projects.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the City Engineer. Exercises general supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

**CLASSIFICATION CHARACTERISTICS**

This is a mid-management classification that manages Development Engineering or Capital Design/Construction activities in the Engineering Division. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. Incumbents organize and oversee day-to-day activities and are responsible for providing professional-level support to the City Engineer in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work. This class is distinguished from the Senior Project Engineer in that the Assistant City Engineer has a larger scope of staff management responsibility, while also managing implementation of complex Engineering capital projects and/or managing the Development Engineering group. This class is further distinguished from the City Engineer in that the latter has overall responsibility for all functions of the division and for developing, implementing, and interpreting public policy.

**ESSENTIAL JOB FUNCTIONS**

- Plans, manages, and oversees the daily functions, operations, and activities of the Development Engineering Division.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for the division; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Develops and standardizes procedures and methods to improve the efficiency and effectiveness of engineering services, projects, and activities; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to the City Engineer.

- Manages and coordinates the work plan for the assigned division work unit; meets with staff to identify and resolve problems; assigns work activities, projects, and programs; monitors work flow; reviews and evaluates work products, methods, and procedures.
- Participates in selection, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Provides highly complex professional staff assistance to the City Engineer; develops and reviews staff reports related to engineering activities, projects, and services; presents reports to commissions, committees, and boards; performs a variety of public relations and outreach work related to assigned activities.
- Manages and participates in the development and administration of and oversees program and project budgets.
- Manages and develops consultant requests for proposal for professional and/or construction services and the advertising and bid processes; evaluates proposals and recommends or decides project award; negotiates and administers contracts for construction projects; ensures contractor compliance with City standards and specifications, time, and budget estimates; analyzes and resolves complex problems that may arise; recommends and approves field changes as required.
- Manages, plans, designs, and inspects all phases of civil engineering capital improvement and public works construction projects in conformance with schedules established and within budget set for projects.
- Manages development of new Public Works Engineering Standards and related City Code and recommends changes and updates to City Engineer.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to programs, policies, and procedures, as appropriate.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in engineering; researches emerging products and enhancements and their applicability to City needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Assists the City Engineer in accomplishing the performance and project goals for the engineering work group and with special projects, as needed.
- May serve as the City Engineer in his or her absence.
- Performs other duties as assigned.

### **Job and Conduct Requirements:**

- Performs quality work within deadlines with or without direct supervision.
- Works independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.
- Maintains regular job attendance and adherence to working hours, consistent with applicable policies.
- Complies with applicable city, state, local, and federal laws, rules, and regulations; Follows and maintains knowledge of all City policies and procedures.
- Observes safe work methods; reports safety, sanitary, and fire hazards immediately to supervisor and follows prescribed policies for safety.

- Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
- Participates effectively at regular team meetings using appropriate interpersonal skills and problem-solving skills and conflict resolution strategies.
- Maintains appropriate certifications and training, as required.
- Interacts thoughtfully and courteously with staff and community; Acts and resolves conflict in a professional manner.
- Works effectively as a team contributor on all assignments.

## **JOB QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, project management, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of budget administration.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Applicable Federal, State, and local laws, codes, and regulations.
- Principles and practices of bidding process and contract administration and evaluation.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned division.
- Recent and on-going developments, current literature, and sources of information engineering services, activities, and projects.
- Advanced civil engineering principles, techniques, policies, and procedures.
- Methods, materials, and techniques used in the construction of public works projects, including water and wastewater systems, stormwater, street, parks, buildings and traffic systems design.
- Modern office practices and technology, including personal computer hardware and software applications related to the work, such as computer-aided drafting concepts and applications, and Geographic Information Systems (GIS) programs.
- Modern developments, current literature, and sources of information regarding engineering.
- Principles of advanced mathematics and their application to engineering work.
- Practices of researching engineering and design issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Methods and techniques of effective technical report preparation and presentation.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations and with property owners, developers, contractors, and the public.
- Techniques for dealing effectively with the public, vendors, contractors, and City staff, in person and over the telephone.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

**Skill in:**

- Use of personal computers, various related software programs, and standard office equipment to produce documents and files, e-mail, use internet software and computer programs used by the City including word processing, spreadsheet, and presentation applications.
- Oral and written communication skills to understand written information (including instructions, descriptions, and ideas), and to express such information verbally and in writing so that others will understand and, at times, be convinced or persuaded.
- Active listening skills and interpersonal skills.
- Conflict resolution skills.
- Organizational and time management skills to organize own work, set priorities, and meet critical time deadlines.

**Ability to:**

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Manage and monitor complex projects, on-time and within budget.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Interpret, apply, explain, and ensure compliance applicable Federal, State and local policies, procedures, laws and regulations.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations and in meetings with individuals.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Make sound, independent decisions within established policy and procedural guidelines.
- Comprehend and use English effectively including producing all forms of communication in a clear, concise, and understandable manner to intended audiences.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**MINIMUM QUALIFICATIONS****Minimum Education/Experience Requirements:**

Any combination of training and experience, which would provide the required knowledge, skills and abilities, to perform the essential functions of the position, may be qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to graduation from an accredited four-year college or university with major coursework in civil engineering or related engineering; **and**
- Five (5) years' increasingly responsible experience in professional engineering design, plan review, and project administration, including at least two (2) years of supervisory experience; **or**
- Any satisfactory equivalent combination of education, training, or experience relevant to the position.

**License and Certification Requirements:**

- Possession of a valid driver's license and satisfactory driving history.
- Possession of, or ability to obtain within six (6) month of appointment, registration as a Professional Civil Engineer license to practice in the state of Oregon.

**WORKING CONDITIONS**

**Work Environment:**

Employees work in an office environment with moderate noise levels and controlled temperature conditions; but may occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**Physical Demand/Manual Dexterity:**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle; and to visit and inspect various City development and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification, although the job involves field inspection work requiring frequent walking at inspection sites to monitor performance and to identify problems or hazards; standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Management is receptive to receiving requests from employees for accommodations related to disability, will engage in the interactive process with employees who make such requests and, where accommodation is needed and reasonable, is committed to providing accommodation, unless doing so would impose an undue hardship on the operation of the business.

*Revision History:  
June 2016: Inception*