



November 2009

## **CITY ENGINEER**

### **DEFINITION**

Under general direction, plans, organizes, oversees, coordinates, and reviews the work of professional, technical, and administrative staff performing difficult and complex support related to all programs and activities of the Engineering Division of the Public Works Department; manages the effective use of the City's engineering resources to improve organizational productivity and customer service; recommends engineering related policy and provides highly complex and responsible support to the Public Works Director in areas of expertise; executes activities and responsibilities of a professional engineering nature as directed by state and local laws, and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Public Works Director. Exercises general and direct supervision over supervisory, professional, technical, and administrative support staff.

### **CLASS CHARACTERISTICS**

This is an assistant department head classification in the Public Works Department. The incumbent oversees, directs, and participates in major activities and programs of the Public Works Department, including capital improvement project portfolio management affecting operations of various City infrastructure, systems, and appurtenances, develops and recommends engineering standards and specifications, and is responsible for providing professional-level support to the Public Works Director in a variety of areas. This position assists in short- and long-range planning, development, and administration. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work with that of other City departments and outside agencies. Responsibilities include performing and directing many of the department's day-to-day administrative functions. This class is distinguished from the Public Works Director in that the latter has overall responsibility for all public works maintenance and operations functions and for developing, implementing, and interpreting public policy.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so that qualified employees can perform the essential functions of the job.*

- Manages and participates in the development and implementation of goals, objectives, policies, priorities, and daily functions of the division; recommends within departmental policy appropriate service and staffing levels; recommends and administers policies and procedures.
- Provides detailed technical evaluation and civil engineering expertise of regional projects or programs impacting the City. Makes decisions as allowed or required by City code or as applied through conditions of permit approval.

- Assists in managing and participates in the development and administration of the Public Works annual budget and capital improvement budgets; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Assumes management responsibility for major public works functions and activities, including the evaluation, design and construction of the entire portfolio of city capital improvement projects.
- Provides detailed technical evaluation and civil engineering expertise of regional projects or programs impacting the City.
- Recommends and sets engineering policy, practices and standards relating to construction of public infrastructure.
- Manages and coordinates the work plan for the assigned division; 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.
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; responds to staff questions or concerns; implements discipline and termination procedures.
- Reviews staff reports related to engineering activities, projects, and services; presents reports to City Council, commissions, committees, and boards; performs a variety of public relations and outreach work related to assigned activities.
- Provide oversight of the following: consultant requests for proposal for professional and/or construction services and the advertising and bid processes; evaluation of proposals and recommendation for project award; negotiation and administration of contracts for construction projects; contractor compliance with City standards and specifications, time, and budget estimates; resolution of complex problems that may arise; recommends and approves field changes as required.
- Participates in the development and prioritization of the yearly Capital Improvement Program for the City; coordinates with other departments in the development of the program. Oversees Capital Improvement Program (CIP) projects; confers with engineers, developers, architects, and a variety of outside agencies and the general public in acquiring information and coordination of engineering, public works, utilities, and streets projects and related matters; provides information regarding these matters.
- Participates in initiating all capital improvement projects or programs, including defining the project scope, determining the financial resources, identifying internal and external stakeholders, identifying a project manager, and developing a project charter;
- Monitors assigned project managers work to control all phases of capital improvement projects, including reviewing change orders, monitoring project costs and schedules to ensure conformance with established budgets and project timelines, providing project performance quality control, providing program level performance reports to the Public Works Director, and administering procurement.
- Attends and participates in professional group meetings; participates on and makes presentations to a variety of boards and commissions; stays abreast of new trends and innovations in engineering, public works and other types of public services as they relate to the area of assignment; researches emerging products and enhancements and their applicability to City needs.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and reviews with the Director; directs the implementation of improvements.
- Assists in planning, directing, and coordinating the Public Works Department's work plan; meets with staff to identify and resolve problems; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures.
- Serves as a liaison for the Public Works Department with other City departments, divisions, and outside agencies; attends meetings, as necessary; provides staff support to commissions, committees,

and task forces, as necessary; negotiates and resolves significant and controversial issues. Represents the Public Works Department to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities.

- Negotiates contracts and agreements; coordinates with City department representatives to determine City needs and requirements for contractual services.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies and procedures as appropriate.
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations, and technology that may affect City or departmental operations; implements policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Director.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Performs other duties as assigned.
- May serve as acting Director in the absence of the Public Works Director.

## **QUALIFICATIONS**

### **Knowledge of:**

- Expert knowledge of civil and environmental engineering principles, techniques, policies, and procedures.
- Advanced 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 bidding process and contract administration and evaluation.
- Through knowledge of public works construction contracts, contractual requirements, specifications, contract administration, and claims avoidance and resolution.
- Expert knowledge of methods, materials, and techniques used in the construction of public works projects, including water and wastewater systems, stormwater, street, parks, City facilities, 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, project management software 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.
- Project management techniques, terminology, and practices.
- Legal principals relating to construction and engineering contracts and contract administration.
- Critical path scheduled development and progress tracking and construction schedule related claims analysis of basic legal processes regarding contract administration, claims resolution and contract provision enforcement and documentation required to defend the City's position.
- Public agency budgetary, contract administration, administrative practices, and general principles of risk management related to the functions of the assigned area.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.

- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of municipal government administration.
- Principles and practices of public works program development, maintenance, and management in a municipal setting.
- Applicable Federal, State, and local laws, codes, and regulations.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Record keeping principles and procedures.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors, and City staff, in person and over the telephone.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

**Ability to:**

- Research, analyze, and evaluate new project and service delivery methods, procedures, and techniques.
- 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.
- Negotiate construction contract claims and changes.
- Interact with legal counsel on claims and litigation regarding contracts.
- Demonstrated ability to manage a portfolio of project or a program on behalf of an agency, city, or owner.
- Assist in developing and implementing goals, objectives, operations, policies, procedures, methods, work standards, and internal controls for the department and assigned program areas.
- Assist in preparing and administering large and complex budgets; allocate limited resources in a cost effective manner.
- Interpret, apply, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of supervisory, professional, and technical personnel.
- Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
- Research, analyze, and evaluate new project and service delivery methods, procedures, and techniques.
- Effectively administer the Capital Improvement Program and the projects within the program with contractual agreements and ensure compliance with stipulations; effectively administer a variety of public works programs and administrative activities.
- Conduct effective negotiations and effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- 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.

- Operate modern office equipment including computer equipment and specialized software applications programs.
- 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.

**Education and Experience:**

*Any combination of training and experience, which would provide the required knowledge, skills, and abilities is 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 a related engineering field and five (5) years of increasingly responsible experience in professional engineering design, plan review, and project administration experience, including two (2) years of supervisory experience.

**Licenses and Certifications:**

- Possession of a valid driver's license with a satisfactory driving record.
- Possession of a Professional Civil and/or Environmental Engineer license to practice in the State of Oregon

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including accessing, entering, and retrieving data using a computer and calculator; 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 over uneven ground and over and around obstacles at construction sites to monitor performance and to identify problems or hazards; standing in work areas and walking between work areas may be required. 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.

**ENVIRONMENTAL ELEMENTS**

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.