



August 2009

DEVELOPMENT ENGINEER

DEFINITION

Under general direction, is responsible for public facility review/approval, construction coordination and acceptance of all privately financed public improvements under the Development Engineering program within the Community Development Department.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Community Development Director. Exercises technical and functional direction over and provides training and guidance to assigned technical and administrative support staff.

CLASS CHARACTERISTICS

This is a fully experienced class in the professional engineering series, with responsibilities spanning the entire spectrum of the City's Development Engineering function. Successful performance of the work requires an extensive professional background as well as skills in coordinating work with other City departments, public agencies, as well as dealing with the public. The primary focus of this position is to ensure that all required public facilities are provided concurrent with private development to City standards. The position provides leadership, direction and motivation to development engineering to ensure professional, consistent, timely and effective customer service through the public facility review process.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS: (Illustrative Only)

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

- Plans, directs, organizes and implements the goals, strategies, programs and activities of the program; plans, and oversees the engineering review of private development applications for adequate public facilities.
- Ensures methods, procedures and standards relative to the development process are consistent with customer needs and adopted community development plans and public works standards.
- When assigned, the position manages and coordinates activities of staff; plans and organizes workloads and staff assignments; conducts performance evaluations and initiates and implements disciplinary actions as warranted. Resolves grievances and other personnel matters. Provides or "provides for" technical training and motivation to make full use of individual capabilities.
- Develops short and long term planning for program; determines priorities for system improvements; develops annual budget projections. Develops, administers and reviews the division's operating budget to assure progress towards and compliance with divisional goals.
- Meets with developers and planners concerning future private development in the City; explains City's engineering requirements; compliance review process; plans approval; signature to plats.

- Develops and maintains professional working relationships with City staff, governmental agencies, private developers and consultants, neighborhood and other citizens groups to develop strategies, plan activities, coordinate efforts and resolve issues and problems.
- Reviews compliance criteria for the design and construction of streets, sanitary sewers, water, and storm drainage systems; reviews specifications, analyzes engineer estimates, issues permits for work in public right-of-way or easements and assures adequate development performance guarantees are provided
- Reviews and approves plans and specifications; prepares correspondence; provides engineering assistance to other City departments and other governmental agencies, as needed
- Responds to citizen complaints, inquiries and requests for information regarding divisional activities, plans and programs
- Represents private development issues to Council, Planning Commission and other Boards and committees as needed
- Performs other duties as required
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QUALIFICATIONS:

Knowledge of:

- Advanced engineering and construction principles, practices, methods, techniques, materials and equipment related to privately financed public works projects.
- Federal, state and local laws, rules, regulations and standards related to the privately financed public works construction projects.
- City's CIP, Community Development Code; Engineering Standards; Comprehensive Plan; Facility Master Plans; Transportation system Plan and other adopted plans and programs related to physical development of the City
- Computer applications and uses for engineering and project management activities.
- Effective managerial and supervisory methods and techniques.

Ability to:

- Manage review of engineering projects effectively.
- Administer construction and engineering permits effectively, assuring compliance with all standards and provisions.
- Review and interpret various engineering documents, including traffic engineering reports, storm drainage reports and calculations, and detailed construction plans.
- Develop and manage division budgets.
- Ability to plan, organize, coordinate, assign and evaluate the work of subordinate professional and technical employees.
- Prepare clear and precise reports of a technical and administrative nature.
- - Provide technical support and training in the uses of computers and software applications.
- Establish and maintain effective working relationships with other employees, representatives of other governmental agencies, contractors, developers and the public
- Effectively represent the City's interests on development applications regarding public works facilities and compliance with adopted city codes and public works standards
- Communicate complex issues effectively, both orally and in writing.
- Physical ability to perform the essential functions of the job

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 college or university with major coursework in civil engineering and five to seven years of progressively responsible experience related to engineering design, public and private facilities development and construction, land development and planning and development engineering.

Licenses, Certificates, and Other Requirements:

- Possession of a valid driver's license with a satisfactory driving record
- Professional Engineers License (issued by Oregon Board of Engineering Examiners or ability to obtain Oregon license within six months of appointment into the class

PHYSICAL DEMANDS

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.

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, chemicals, 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