

# CITY OF TUALATIN

## Classification Description

**Job Title:** Assistant City Engineer  
**Department:** Public Works/Engineering  
**Reports To:** Public Works Director/City Engineer  
**FLSA Status:** Exempt

**SUMMARY:** Supervises the engineering team providing engineering support for City programs including development review and land-use approval for private development; public capital improvements for transportation, water, sanitary sewer, and stormwater; floodplain management; and other municipal engineering needs. Provides design, construction inspection, and project management for public and private construction projects within the City. Assists with planning capital improvement projects and performs professional engineering work related to such projects. Coordinates closely with other local agencies. Works under the direct supervision of the Public Works Director/City Engineer. Leadership and independence of action are important components of this position. Assignments are general in nature, requiring the application of technical skill and knowledge.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following. Other duties may be assigned.

Assigns work and supervises employees and consulting firms engaged in planning, surveying, design, inspection, project management, and development review activities. Provides guidance and technical direction to professional and technical employees and consulting firms.

Supervises and provides direction in the design and preparation of plans and specifications for public works projects including streets, sanitary sewers, storm drains, water, and other similar construction.

Supervises engineering components of land-use review, plan review, and inspection process for private developments within the City.

Recommends changes in construction standards to City Engineer.

Meets with and assists developers, contractors, landowners and interested persons to aid in the satisfactory completion of privately financed public works construction associated with private development.

Responds to inquiries concerning engineering projects and City standards by telephone, writing, or in person. Supervises the issuing of public works and water quality permits.

Coordinates work with other departments in the City as well as other governmental agencies such as Clean Water Services, Washington County, Clackamas County, and ODOT that may be concerned or affected by projects within the City.

Selects and monitors consultants and other firms working for the City as directed. Manages design, inspections and project management on consultant projects. May assist in making investigations, conducting studies and preparing reports.

Drives to job sites, city facilities, vendors, training programs, and local and regional meetings as necessary.

May act as City Engineer in absence of City Engineer.

Meets with citizens regarding acquisition of rights-of-way and easements for public works projects.

Represents the City at various outside agency hearings and meetings. Attends City Council meetings. Presents Engineering Division issues and recommendations to City Engineer, Council, or others for discussion and consideration.

Supervisory Responsibilities: Directly supervises employees in the Engineering Division. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

**COMPETENCY:** To perform the job successfully, an individual should demonstrate the following competencies :

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations.

Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Contributes to building a positive team spirit; Able to build morale and group commitments to goals and objectives.

Change Management - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Monitors transition and evaluates results.

Delegation - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Supports affirmative action and respects diversity.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Organizes or schedules other people and their tasks; Develops realistic action plans.

Adaptability - Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Safety and Security - Observes, and ensures subordinates observe, safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses, and ensures subordinates use, equipment and materials properly.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Language Skills:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**Certificates, Licenses, Registrations:** Possession of a valid Professional Engineer's License in Oregon, or possession of a valid Professional Engineer's license in another state and the ability to obtain licensure in Oregon within a reasonable time period as determined by the City Engineer. Possession of, or the ability to secure possession of, a valid Oregon driver's license.

**Technical Skills and Abilities:** Thorough knowledge of Civil Engineering principles and practices as related to a wide variety of public works projects. Thorough knowledge of design, construction, inspection and maintenance of public works including utilities. Knowledge of engineering and land surveying. Knowledge of private development land-use process related to engineering improvements for commercial and residential developments.

Ability to train and mentor professional and technical personnel and supervise the work of others. Ability to effectively coordinate and plan multiple long-range and short-range

projects simultaneously. Ability to prepare and interpret engineering plans and specifications.

**EDUCATION and/or EXPERIENCE:** Bachelor's degree or Master degree from an accredited college or university in Civil Engineering. Five years of progressively responsible experience as a Professional Engineer with at least two years in a supervisory capacity; or an equivalent combination of education and experience.

**PHYSICAL DEMANDS & WORK ENVIRONMENT:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions and vibration. The noise level in the work environment is usually moderate.