

CITY OF TUALATIN

Classification Description

Job Title: City Engineer
Department: Community Development
Reports To: Assistant City Manager
FLSA Status: Exempt

SUMMARY: Performs professional engineering duties and functions in the development, design, approval, construction and contract administration of public works projects, development projects and administrative projects. Plans, organizes, directs, or delegates the activities and personnel of the Engineering Division. Manages the preparation of the City's Capital Improvement Plan (CIP).

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

Serves as the City Engineer performing all professional engineering functions required by law and City ordinances and codes.

Directs the design and preparation of plans and specifications for public works projects including streets, sanitary sewers, storm drains, water and other similar construction. Recommends new projects, additions, extensions or replacement of public facilities and infrastructure.

Oversees, coordinates and supervises the employees engaged in survey, design, inspection, project management, development review activities for public works improvements within the City. Provides guidance and technical assistance to professional and technical employees.

Administers public works construction contracts and the issuing of public works permits. Supervises the inspection of construction projects, assures conformance with specifications, and approval of payments to contractors.

Selects and monitors consultants, construction contractors and other firms working for the City as directed. Manages design, inspections and contract administration on consultant and construction contractor projects.

Prepares and reviews plans, technical engineering reports and other data relating to public works projects. Supervises plan-check process for private developments within the City.

Projects revenues and expenditures for City budget relating to construction activities and Utility funds. Prepares and monitors Engineering division budget and long term financial plan including long-range planning for Public Works (water, sewer, street, storm drain, etc.) needs.

By telephone, in written documents, or in person confers, coordinates and explains various projects, procedures and ordinances to developers, private citizens and

governmental agencies to aid in the satisfactory completion of public works construction projects.

Confers with and makes recommendations to the Assistant City Manager.

Coordinates work with other departments in the City as well as other governmental agencies that may be concerned or affected by various construction projects.

Attends City Council and Development Commission meetings and presents Engineering Division issues and recommendations to for discussion and consideration.

Represents City at various outside agency hearings and meetings.

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

SUPERVISORY RESPONSIBILITIES: Supervises employees in the Engineering Division. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

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

Adaptability - Adapts to changes in the work environment; Manages competing demands; Able to deal with frequent change or unexpected events; Changes approach or method to best fit the situation.

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

Attendance & Punctuality – Consistently at work and on time; Arrives at meetings and appointments on time.

Change Management - Develops workable implementation plans; Communicates change effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.

Cost Consciousness - Works within the approved budget; Conserves organizational resources; Develops and implements cost saving measures.

Crisis Management – Able to maintain calm in non-standard situations; Recognizes what is most suitable in a given situation; Exhibits decisiveness and responsibility; Knows when to consult and involve others.

Customer Service - Manages difficult or emotional customer situations; Understands and applies the principles of quality customer service; Responds promptly to customer needs and to requests for service and assistance; Solicits customer feedback to improve service.

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

Dependability - Follows instructions and responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

Design - Generates creative solutions; Applies design principles; Demonstrates attention to detail. Makes use of manual and software design tools.

Diversity - Shows respect and sensitivity for cultural differences; Promotes and supports a harassment-free environment.

Ethics - Treats people with respect; Inspires the trust of others; Works ethically and with integrity; Upholds organizational values.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for help when needed.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

Interpersonal Skills – Focuses on cooperatively resolving conflict; Maintains confidentiality; Actively listens to others without interrupting; Conveys a positive image of the City and its services; Keeps emotions under control; Remains open to others; ideas and tries new things.

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.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others

Managing People - Includes staff in planning, decision making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal & external); Fosters quality focus in others; Improves processes and services; Continually works to improve supervisory skills.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Oral Communication - Speaks clearly and persuasively; Listens and gets clarification; Responds well to questions; Participates in meetings; Demonstrates group presentation skills.

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

Planning & Organizing – Prioritizes and plans work activities; Uses time resources efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Uses reason even when dealing with emotional topics; Works well in group problem solving situations.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of status or position; Inspires respect and trust; Accepts responsibility for own actions; Follows through on commitments.

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

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness; Applies feedback to improve performance; Monitors own work to ensure quality.

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

Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths and weaknesses; Identifies external threats and opportunities; Adapts strategy to changing conditions.

Teamwork – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

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 communicate effectively with other employees, elected officials, committees, outside agencies, and the general public.

Certificates, Licenses, Registrations: Possession of, or the ability to secure possession of, a valid Professional Engineer's License in Oregon. The Assistant City Manager shall determine a reasonable time period for obtaining possession of a Professional Engineer's License. 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 survey systems. Thorough knowledge of general management principles and concepts including municipal budgeting, work scheduling, cost estimating and personnel management.

Ability to plan projects and prepare related designs, estimates and specifications. Ability to prepare cost estimates on municipal construction and maintenance projects. Ability to prepare technical information for groups.

Ability to develop long-term plans and programs and to make sound decisions on matters of complex administrative and technical engineering problems. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Ability to train 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 from an accredited college or university in Civil Engineering. Master's degree preferred. Five years of experience in professional civil engineering with at least three years in a supervisory capacity. Any satisfactory equivalent combination of experience, education and training which ensures the ability to perform the work may substitute for the above.

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.

Employee must have the ability to attend night meetings, attend out of town meetings and work a flexible schedule subject to the operational needs of the City. Employee may be subject to continual interruption and may have occasion to deal with irate individuals.