

CITY OF TUALATIN

Classification Description

Job Title: Project Engineer
Department: Engineering/Building
Reports To: Civil Engineer
FLSA Status: Non-exempt

SUMMARY: Performs professional engineering work related to capital improvement projects. Independence of action is stressed. 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.

Designs and prepares plans and specifications for public works projects including streets, sanitary sewers, storm drains, water and other similar construction.

Conducts investigations, studies and prepares reports relating to items affecting City facilities or systems.

Reviews the development and presentation of engineered plans and specifications for a variety of public works construction projects to assure compliance with City standards and conditions of approval.

Prepares staff reports and decisions determining conditions of approval for development applications. Maintains records of applications, review proceedings, approvals, changes, correspondence, etc.

Represents City at various outside agency hearings and meetings. Attends City Council and Development Commission meetings.

Presents Engineering Division issues and recommendations to Council or Development Commission for discussion and consideration.

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

Responds to public inquiries concerning existing public facilities, traffic counts and projections, flood plain information, wetland information, addresses, tax lot numbers and construction restrictions and requirements.

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

Processes a variety of land use applications: subdivisions, partitions, lot line adjustments, easements, right-of-way dedications, and plats

Assists in the preparation, implementation, updating and review of ordinances and codes.

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

May act as Civil Engineer in absence of the Civil Engineer.

SUPERVISORY RESPONSIBILITIES: Provides guidance and technical assistance to professional and technical employees. Works under the direction of the Civil Engineer.

Supervision of other employees is not a normal responsibility of this position. May be assigned as a lead person to direct specific work activities of other employees on specific projects as assigned.

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.

Education and/or Experience: Bachelor's degree from an accredited college or university in Civil Engineering. Two years of experience in professional civil engineering including experience in a lead capacity; or equivalent combination of education and experience.

Technical Skills and Abilities: Thorough knowledge of Civil Engineering principles and practices as related to a wide variety of public works projects. Considerable knowledge of design, construction, inspection and maintenance of public works including utilities. Reasonable knowledge of engineering and land survey systems.

Ability to effectively coordinate and plan multiple long-range and short-range projects simultaneously. Ability to prepare and interpret engineering plans and specifications. Ability to prepare technical reports regarding engineering and planning issues. Ability to communicate clearly and concisely, both in a written format and in the form of oral presentations.

Ability to perform complex technical computations. Ability to use a personal computer. Ability to follow oral and written instructions. Ability to establish and maintain effective working relationships with the public, other agencies and other employees. Ability to work under deadlines and manage priorities.

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, or the ability to secure possession of, a valid Professional Engineer's License in Oregon. The Civil Engineer 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.

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.

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.

Organizational Support - Follows policies and procedures; Supports organization's goals and values; Supports affirmative action and respects diversity.

Judgment - 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.

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 safety and security procedures and uses equipment and materials properly; Reports potentially unsafe conditions;

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.