



## City of Lake Oswego, Oregon

### Job Description

## ENGINEERING PROGRAM MANAGER

**FLSA Status: Exempt**

**Union Representation: Non-represented**

**Salary Grade: 576**

**Job Code: 2052**

### Class Summary

Under the general direction of the City Engineer or Assistant City Engineer, the Engineering Program Manager oversees either capital infrastructure delivery or the land use and right-of-way management sections of the department. The position plans, directs, and organizes the function of the programmatic sections within the Engineering Department, including, but not limited to the Geographic Information Systems Section, the Site Development and Transportation Section, the Capital Project Section, and any other section as determined by the City Engineer. These sections include programs related to surveying, GIS, site development (accomplished by private developers), transportation, and infrastructure such as surface water, waste water, water, and streets. Manages consultant or contractor contracts as needed, and manages staff who may do similar tasks.

### Essential Duties and Responsibilities

*The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:*

1. Supervise technical support staff including prioritizing and developing work plans, evaluating staff performance, monitoring progress on reports and projects, interpreting policies and procedures, establishing standards, making hiring and termination recommendations, making pay rate change recommendations and providing training and development for staff.
2. Prepares reports for the City Council, boards and commissions on improvement plans and applications including summarizing areas of non-conformance with codes and engineering standards, preparing lists of intent, prioritizing projects, projecting project costs, noting applications needed and making recommendations.
3. Acts as a liaison with the other city departments, outside agencies, business and community representatives and other organizations including ensuring City's interests are addressed, notifying public/businesses of construction projects, handling controversial issues, assisting in resolving conflicts, answering questions and complaints, providing technical assistance and developing and establishing standards.
4. Conducts engineering analyses for a variety of engineering systems, including roads and utilities infrastructure; prepares reports and makes presentations to elected officials, City Boards and Commissions, and neighborhood associations.

5. Represents the City on local and regional issues including transportation, water, sanitary sewer and surface water systems; advocates City policies and ensures City Council briefings on regional and local issues.
6. Performs regulatory oversight for the City on utility and/or transportation requirements; reviews and provides comments on private development projects with respect to utility and transportation infrastructure to assure compliance with City codes, regulations and master plans; prepares and files reports, and advises directors and elected officials of new or amended regulations.
7. Performs other duties of a similar nature or level.

*Infrastructure focus:*

1. Performs engineering design services for capital improvement including determining project criteria, schedules, cost estimates, format and contract specifications; coordinates with other departments involved.
2. Oversees professional service contracts for capital improvement projects and technical studies including determining project scope, schedules, consultant criteria and selection; administers consultant contracts.
3. Pursues opportunities to supplement local funding options with federal and state funds by seeking out and applying for grants.
4. Oversees project/program management including determining scope, designing projects, projecting costs, writing bid specifications, reviewing bids, preparing and processing applications for permits, managing contracts, scheduling work, negotiating change orders, ensuring project/program is on schedule, signing off on completed projects/programs and authorizing payment on invoices.

*Private Development and Right-of-Way Focus:*

1. Reviews land use applications for impacts to the public infrastructures and writes reports and findings to determine if the proposed development meets codes and standards.
2. Assists developers, contractors, engineers, and the public with City standards, criteria, codes, and ordinances.
3. Determines if encroachments within the public right-of-way will impact public facilities, and whether or not the proposed projects can or should be allowed.
4. Oversees staff who review and approve construction plans for private development, in accordance with the development's conditions of approval.
5. Oversees and reviews engineering plans of staff and contract consultants including providing expertise, attending planning and problem resolution meetings and making recommendations. Determines when plans are complete and in compliance with codes, laws and regulations. Manage construction inspection of public improvements for private development and public improvement projects.

## **Minimum Qualifications**

### **Knowledge of:**

- Construction management theories and practices.
- Engineering economics, theories and principles.
- Civil engineering theories and principles.
- Mathematics and sciences (e.g., mathematics, physics, chemistry, engineering, hydraulics and hydrology).
- Construction means and methods typical for public infrastructure.
- Local, state, and federal laws, regulations and ordinances governing engineering projects.
- Technical writing.

- Conflict resolution techniques.
- Construction claims avoidance theories and techniques.
- Personal computers and related software applications

### **Skills and Abilities to:**

- Apply management theories and practices.
- Apply engineering theories and practices.
- Apply mathematic and scientific principles.
- Manage projects.
- Prepare budgets.
- Track and record expenditures.
- Resolve conflicts.
- Make presentations and write reports.
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

### **Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is with a Bachelor's degree in Civil Engineering or related field, and ten years related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

### **Licensing and Other Requirements:**

Positions in this classification require the ability to possess and maintain a valid driver's license and ability to meet the City's driving standards.

Required to be a Registered Professional Engineer in Oregon.

Duties will occasionally involve working in adverse or inclement weather conditions; exposure to high noise levels; dealing with distraught or difficult individuals; attending meetings or activities outside normal working hours; occasional response to emergency conditions during off-hours; occasional operation of a motor vehicle on public roads.

### **Physical and Mental Demands**

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Moderate Physical Work: Must be able to move objects by exerting up to (20) pounds of force frequently, and/or up to (10) pounds of force consistently.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

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**Department Director**

**Date**

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**Human Resources Director**

**Date**

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**Employee**

**Date**

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change*