



## City of Lake Oswego, Oregon

### Job Description

#### ENGINEERING PROJECT COORDINATOR

**FLSA Status: Non-exempt**

**Union Representation: LOMEA**

**Salary Grade: 166**

**Job Code: 2055**

#### Class Summary

This classification is responsible for performing entry-level project management for the Public Works Engineering Division. Under general supervision, prepares informal requests for proposals for CIP projects, solicits design proposals from consultants, and assists in creating contracts for selected consultants. Will coordinate, organize and collaborate with project inspectors, project engineers, consultants, and contractors to achieve the objectives of the capital projects. Assists more senior engineering associate positions by providing exhibits and collecting data for requests for proposals, alternatives analysis, construction drawings review, grant submittals, council reports, invitations to bid, and investigative studies. Assists developers, contractors, engineers and the public with City standards, criteria, codes and ordinances. Other duties include conducting research and analysis, estimates, and developing reports. Conducts field investigations to obtain information and dimensions for solving infrastructure problems. May manage consultant or contractor contracts.

This class is distinguished from the Engineering Associate and the Sr. Engineering Associate in that the latter positions require a professional engineering license and extensive professional background while performing engineering with independent judgement.

#### 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. Provide senior engineering staff with technical support in areas such as: transportation analysis and design; development review; construction administration and inspection; engineering analyses with computerized analysis tools; mapping; drafting; and records management.
2. Performs contract management functions for public and private construction developments including: conducting inspections and progress reviews for payment requests; overseeing contract submittals and change orders; monitoring scope, schedule and cost; maintaining as-built drawings.
3. As directed, prepares engineering analyses necessary for the design of street, sanitary sewer, water, and stormwater infrastructure. Responds to inquiries from the public, other agencies and contractors including: answering and processing requests for information, and preparing correspondence and reports.
4. Under direction, review and approve contractor and consultant invoices; review quantities and percentages complete for projects, solicit concurrence from project inspectors, and submit payment authorization. May also review submittals, conduct site visits, and perform quantity verification.

5. Perform engineering studies, conduct research, and perform analysis and modeling to complete project designs or determine project prioritization.
6. Provide project assistance to the City Engineer or Assistant City Engineer as needed.
7. Performs other duties of a similar nature and level.

## **Minimum Qualifications**

### **Knowledge of:**

- Project management theories and principles.
- Civil engineering theories and principles.
- Construction theories and principles.
- Technical report writing.
- Problem resolution techniques.
- Personal computers and related software applications.

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

- Use project management theories and practices.
- Apply engineering theories and practices.
- Manage projects.
- Prepare budgets,
- Track and record expenditures.
- Write technical reports.
- Resolve conflicts.
- Establish and maintain effective working relationships with employees, contractors, public agencies and officials, and the general public.
- Use communication, interpersonal skills as applied to interaction with co-workers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
- 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 through obtaining a Bachelors degree in Civil Engineering Technology or Civil Engineering or related field; 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:**

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

Required to possess the Engineer in Training (or Fundamentals of Engineering) certification from the National Council of Examiners for Engineering and Surveying.

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.

---

**Department Director**

**Date**

---

**Human Resources Director**

**Date**

---

**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.*