



City of Lake Oswego, Oregon

Job Description

ASSISTANT CITY ENGINEER / ENGINEERING SERVICES MANAGER

FLSA Status: Exempt

Salary Grade: 590

Union Representation: Non-represented

Job Code: 1136

Class Summary

Under the general direction of the City Engineer, this position is responsible for providing assistance in planning, organizing and directing the implementation of the City's Capital Improvement Plan, or overall operation of the City's Transportation and Development Division the Assistant City Engineer / Engineering Services Manager may serve as the City Engineer in his/her absence and performs special projects as assigned in support of the overall Department.

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. Performs engineering design services for capital improvement projects including determining project criteria, schedules, cost estimates, format and contract specifications; coordinates other departments involved.
2. Supervises engineering 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.
3. Oversees professional service contracts for capital improvement projects and technical studies including determining project scope, schedules, consultant criteria and selection; administers consulting contracts.
4. Manages the function of the capital improvement project delivery staff, providing engineering and construction expertise to staff and consulting engineers for implementing the City's Capital Improvement Plan.
5. May manage the functions of the development review process including supervising engineering development review staff, providing civil and transportation engineering expertise to staff and consulting engineers for private developers and the City's Planning and Building Departments.
6. Prepares reports to disseminate information to elected officials concerning local and regional issues including determining report content and format.
7. Serves as City representative in regional organizations including advocating City policies and scheduling City Council briefing on regional and local issues.

8. Performs regulatory oversight for City on utility and/or transportation requirements including preparing and filing reports and advising supervisors and elected officials of new or amended regulations.
9. Assists City Engineer in the development of overall department budgets as well as monitoring expenditure/budget activity for utility, street, SDC and trolley budgets.
10. Manages special City projects and programs including capital improvements and engineering studies. Prepares reports and makes presentations to the City Council, Citizen Budget Committee, and others.
11. Performs other duties of a similar nature or level.

Minimum Qualifications

Knowledge of:

- Management theories and principles.
- Budgeting theories and principles.
- Civil engineering theories and principles.
- Mathematics and science, e.g., mathematics, physics, chemistry, engineering, hydraulics and hydrology.
- Construction theories and principles.
- Contract management.
- Local, state and federal laws, regulations and ordinances governing engineering projects.
- Reporting responsibilities to regulating agencies.
- Technical report writing.
- Problem resolution techniques.
- Personal computers and related software applications.

Skills and Abilities to:

- Apply management theories and practices.
- Apply engineering theories and practices.
- Manage projects.
- Prepare budgets.
- Track and record expenditures.
- Write technical reports.
- Resolve conflicts.
- Make presentations.
- 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 10-15 years related experience, including some supervisory 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.

May be required to be a Registered Professional Engineer in Oregon.

May be required to work evenings and weekends. Duties will occasionally involve dealing with distraught or difficult individuals and attending meetings or activities outside normal working hours.

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.