



City of Lake Oswego, Oregon

Job Description

ASSOCIATE ENGINEER

FLSA Status: Non-exempt

Union Representation: LOMEA

Salary Grade: 184

Job Code: 2056

Class Summary

Under direction, plans, directs and organizes the City's street maintenance and design, surface water, sanitary sewers, water utilities, solid waste recycling, surveying and mapping, and/or transportation programs. May provide direction and technical assistance to staff regarding current projects. Assists developers, contractors, engineers and the public with City standards, criteria, codes and ordinances. Manages consultant or contractor contracts.

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. 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.
2. 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.
3. Conducts complex engineering analyses necessary for the design of street, sanitary sewer, water, or SWM infrastructure. Manages master plan studies of street, sanitary sewer, water, or SWM system.
4. 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.
5. Acts as a liaison with the department director, 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.

6. Performs other duties of a similar nature and level.

Minimum Qualifications

Knowledge of:

- Project management theories and principles.
- Budgeting theories and principles.
- Civil engineering theories and principles.
- Construction theories and principles.
- Local, state and federal ordinances, laws and regulations governing engineering.
- Reporting responsibilities to regulating agencies.
- 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.
- 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 and four 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:

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 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.

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.