



City of Lake Oswego, Oregon

Job Description

ENGINEERING DEVELOPMENT COORDINATOR

FLSA Status: Non-exempt

Union Representation: LOMEA

Salary Grade: 547

Job Code: 5070

Class Summary

Under general direction the Engineering Development Coordinator provides engineering review of all land development and construction plans for public improvements, such as sanitary sewer, water, storm drainage and public transportation systems to ensure compliance with the City's design and construction standards. Individuals in this classification report to a licensed Professional Engineer and assist developers, consulting engineers and members of the public with understanding and complying with the City's engineering standards, policies, and regulations.

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. Coordinate and manage the intake, engineering review and approval process for construction plans and specifications for public improvements serving private development; monitor progress of construction, and assist in determining inspection requirements and the assignment of inspectors to approved projects; interpret City codes, policies and regulations to determine compliance of engineering plans and specifications.
2. Administer the collection, tracking and management of fees, charges, bonds and other securities or agreements furnished by private parties for development within the City as required by City codes, policies and ordinances.
3. Make recommendations for the acceptance of public improvements and the release of legal instruments related to performance warranties or guarantees.
4. Determine the need for property acquisition and/or easements. Coordinate the conduct of surveys, preparation of legal descriptions and appraisals necessary to effect property acquisition or rights of access.
5. Act as Engineering Department liaison to outside agencies, business and community representatives, and other organizations to ensure the City's interests are communicated and addressed on matters related to the construction of public improvements. This can include notifying the public, other City departments, and businesses of pending construction projects; handling controversial issues; resolving conflicts; developing and establishing standards; and providing technical assistance to private developers and engineers, the general public and other City departments.

6. Perform routine engineering work in the design and construction of moderately complex street, water, storm sewer and sanitary sewer systems. May function as the City's resident engineer and observe the construction of public improvements to ensure the City's construction standards are met.
7. Performs other duties of a similar nature or level.

Minimum Qualifications

Knowledge of:

- 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:

- Apply engineering theories and practices.
- Manage projects.
- Track and record expenditures.
- Write professional technical reports.
- Resolve conflicts.
- 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, Construction Management 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 be required to possess a valid driver's license and ability to meet the City's driving standards.

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.