



## City of Lake Oswego, Oregon

### Job Description

#### ENGINEERING PROGRAM LEAD

**FLSA Status: Non-exempt**

**Union Representation: LOMEA**

**Salary Grade: 177**

**Job Code: 2026**

#### Class Summary

Responsible for oversight of specific engineering department programs and projects, such as water, wastewater, surfacewater or transportation. Under general supervision of registered professional engineers, performs technical engineering work using advanced scientific and engineering principles and knowledge in the areas of surveying, transportation and rights of way, engineering design and drafting, cost estimating, report writing, and construction administration and inspection. Directs the programmatic work plan for the infrastructure group of staff assigned in that category.

#### Distinguishing Characteristics:

Engineering Technicians III perform work at an advanced level and may be assigned lead responsibility for administering on-going programs within a division. The Engineering Program Lead position is distinguished from the Engineering Technician III position by responsibility of managing and directing the work of other in a specific area of focus. The Engineering Program Lead will assist management with evaluation of staff performance. The Engineering Program Lead will manage the work of outside consultants retained to provide a full range of consulting services. The Engineering Program Lead may be further distinguished from Engineering Technician III level by obtaining advanced professional certifications, such as Certified Flood Plain Manager or similar registrations.

#### 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. Manages capital improvement projects from the planning phase through the construction phase, including: planning and organizing work of subordinate technicians and support staff; soliciting and retaining outside professional services; monitoring project's scope, schedule and budget; preparing project reports, memoranda and other correspondence consistent with City contracting policies and administrative procedures.
2. 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.

3. 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.
4. Acts as liaison between city project manager and contractor/owner-developer. Responds to inquiries and complaints from property owners, businesses and the public about construction projects; prepares project-related correspondence and manages field data exchange procedures between contractor, engineer, developer and owner. Coordinates and directs field acceptance monitoring and testing as required.
5. Responds to inquiries from the public, other agencies and contractors including: answering and processing requests for information, and preparing correspondence and reports.
6. Acts as City representative and participate in interjurisdictional and other regional councils and committees.
7. Acts as a lead in the development and implementation of the section's capital improvement plan.
8. Identifies training and education needs for the other staff within the program.
9. Performs other duties of a similar nature and level.

## **Minimum Qualifications**

### **Knowledge of:**

- Practices and principles of civil engineering technology and surveying; public and business administration practices and decision-making.
- Construction materials, quality assurance/quality control concepts and practices, and basic methods used for construction materials acceptance testing.
- OR-OSHA safety rules relating to construction site safety.
- Engineering design standards and conventions.
- Personal computers and related software applications.

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

- Use personal computers and related software application packages including drafting and design methods and computerized engineering analysis software; word processing, spreadsheets, and database.
- Guide and direct subordinate staff within the program section, including developing work plans and managing program priorities and goals.
- Apply mathematical principles, terms, and procedures.
- Solve normal work problems using geometry, trigonometry, algebra and engineering economics.
- Operate equipment used in surveying, construction inspection and drafting.
- Use proper English grammar, spelling, and punctuation both verbally and in writing for day-to-day interactions with diverse customers, co-workers, contractors, other agencies, public officials, and the general public.
- Establish and maintain effective working relationships with employees, contractors, public agencies and officials, and the general public.
- Represent the program at City Council meetings or study sessions, as needed.
- 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 an Associates' degree in Civil Engineering Technology or Surveying 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.

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.*