



City of Lake Oswego, Oregon

Job Description

ENGINEERING PROGRAM SUPERVISOR

FLSA Status: Exempt

Salary Grade: 570

Union Representation: Non-represented

Job Code: 2046

Class Summary

Under direction, plans, directs and organizes the function of the programmatic sections within the Engineering Department, including, but not limited to the Geographic Information Systems Section, the Site Development and Transportation Section, and the Capital Project Section, and any other section as determined by the City Engineer. These sections include programs related to surveying, GIS, site development (accomplished by private developers), transportation, and infrastructure such as surface water, waste water, water, and streets.. Supervises and provides direction and technical assistance to staff regarding current projects and programs. Assists developers, contractors, engineers and the public with City standards, criteria, codes and ordinances. Manages consultant or contractor contracts as needed, and manages staff who may do similar tasks. This position is considered a first-line supervisory position, and as such is considered a working manager/supervisor, that may have both managerial and project duties, as deemed necessary.

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. Supervise technical 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.
2. 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.
3. 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.
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 City Engineer, 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 or level.

Minimum Qualifications

Knowledge of:

- 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:

- Apply management theories and practices.
- Apply engineering theories and practices.
- Manage projects.
- Prepare budgets.
- Track and recording expenditures.
- Write technical and administrative 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 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.

Required to be a Registered Professional Engineer in Oregon and/or a Land Surveyor 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. Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

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