



City of Lake Oswego, Oregon

Job Description

PUBLIC WORKS DIRECTOR/CITY ENGINEER

FLSA Status: Exempt

Union Representation: Non-represented

Salary Grade: 465

Job Code: 3099

Class Summary

Under direction, plans, organizes and directs the City's Engineering, Operations and Facilities Departments and its programs and projects. Supervises managers within the Engineering, Operations and Facilities Departments. Provides quality control/quality assurance review of engineering plans and reports. Oversees special City engineering projects. Communicates with regulatory agencies, municipalities, other jurisdictions, citizens, contractors and developers to resolve engineering issues. Develops and monitors the departmental budgets.

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. Supervises managers including developing performance objectives, evaluating staff performance, monitoring progress on programs and projects, interpreting policies and procedures, making hiring and termination recommendations; and, making pay rate change recommendations.
2. Provides overall management of Engineering, Operations and Facilities Department programs, projects, and services to assure established goals and objectives are met. Develops and monitors department budgets.
3. Provides engineering expertise to support staff, other City departments, boards and commissions and City Council including evaluating alternatives and determining courses of action. Responds to inquiries from the general public on engineering related issues.
4. Provides quality control/quality assurance review and approves engineering plans, specifications, contracts and reports including determining if the best solution has been selected.
5. Serves as City representative to federal and state agencies and other jurisdictions to advocate City policies regarding engineering issues including exchanging knowledge and resolving conflicts.
6. Manages special City projects and programs including capital improvements and engineering studies. Prepares reports and makes presentations to the City Council, Citizens Budget Committee, and others.
7. Insures Operations and Facilities departments are run efficiently and provide timely and high quality services.
8. Performs other duties of a similar nature and level.

Minimum Qualifications

Knowledge of:

- Management theories and principles.
- Budgeting theories and principles.
- Civil engineering theories and principles.
- Construction theories and principles.
- State and federal laws governing engineering.
- Reporting responsibilities to regulating agencies.
- Report writing.
- Problem resolution techniques.
- Maintenance and facility systems and approaches.
- Personal computers and related software applications.

Skills and Abilities to:

- Apply management theories and practices.
- Prepare budgets.
- Track and record expenditures.
- Apply civil engineering theories and practices.
- Write 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 or related field, and five 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.

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. 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.