



City of Lake Oswego, Oregon

Job Description

SENIOR ASSOCIATE ENGINEER

FLSA Status: Non-exempt

Salary Grade: 547

Union Representation: LOMEA

Job Code: 2057

Class Summary

With direction from Engineering Services Manager and/or Lake Oswego Tigard Water Partnership Project Director, provides professional engineering services in support of planning, design and implementation of programs and projects for the City's transportation, streets, surface water, sanitary sewer, and water utilities. Incumbents frequently provide direction and technical assistance to professional staff within the Public Works Department and consultants and manage the preparation of plans, designs and specifications for more complex public works infrastructure projects.

Distinguishing Characteristics

Within the Associate Engineer class series, the Senior Associate Engineer classification is distinguished by the greater scope of project management responsibility and complexity of assigned work including establishing project scope, schedule and 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. Administer professional services and construction contracts; ensure compliance with laws, rules, regulations and ordinances; confer with developers, contractors and representatives of other agencies regarding facility and infrastructure development.
2. Prepare requests for proposals, assist in the selection of consulting engineers; coordinate and evaluate consultants' work, negotiate scopes of work and fees, drafts consultant and vendor contracts, outlines project objectives and City requirements, administers related contracts, and reviews and approves engineering designs.
3. Prepares feasibility reports and opinions of probable cost from feasibility level to budget level.
4. Serves as a technical resource in assigned engineering area; develops or participates in the development of engineering specifications, details, criteria and policy and procedure statements on engineering matters; provides technical advice to field operations and maintenance personnel in other departments as required.
5. Authorizes changes in contract scope for engineering and construction contracts when warranted to achieve project objectives; negotiate and recommend contract change orders to City Engineer or City Manager.

6. Prepares, recommends and monitors budget for assigned projects.
7. Conducts or coordinates field investigations and prepares narrative reports to the Division manager; prepares engineering designs, calculations, analysis and cost estimates.
8. Coordinates and participates in construction project bid processes; provide professional engineering calculations for project components and reviews engineering drawings prior to submittal for design reviews. Ensure completeness prior to the bidding process and contract approval.
9. Plan, schedule, conduct and/or coordinate detailed phases of engineering work for a segment of a major project or a total project of moderate scope; develop work plans, timelines and resource allocations and monitor progress to ensure objectives are met.
10. Review inspection reports and project progress, including conformance with specifications and engineering standards. Prepares or directs special field tests or laboratory examination of materials. Inspects or supervises inspection of construction projects; resolves disputes concerning plans, specifications, quality of work and changed site conditions.
11. Prepare agenda bills for recommendation of award of design or construction contracts for Council approval.
12. Provide professional engineering stamp on construction contract documents requiring preparation by a licensed engineer.
13. Attend and make presentations before the City Council and other public and private groups.
14. Exhibit leadership to fellow employees.
15. Represent the City of Lake Oswego through excellence in internal and external customer service. Advance and protect the interests of the City and its citizens through professional and courteous behavior and creative problem resolution.
16. Performs other duties of a similar nature and level.

Minimum Qualifications

Knowledge of:

- Math, physics, science, and principles related to the practice of engineering.
- Engineering economics.
- Professional engineering ethics.
- Construction cost estimating.
- State laws and regulations governing the practice of engineering.
- Public contracting rules and regulations.
- Technical writing.
- Project management techniques.
- Personal computers and software related to engineering applications.
- Practices and principles of public/business administration practices and decision-making.
- Surveying.
- Strategic planning methods with an emphasis on services related to public engineering projects.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional and regulatory organizations and with property owners, developers, contractors and the public.
- Personal computers and related software applications.

Skills and Abilities to:

- Apply knowledge of mathematics, physics and engineering science to the Investigate, evaluate, plan, and design public works projects.
- Apply engineering economics in the Analyze project alternatives and project cost estimating.
- Manage complex capital improvement projects and programs.
- Prepare, analyze and monitor detailed budgets.

- Write, edit and present technical reports.
- Resolve conflicts.
- Effectively communicate and interact with co-workers, supervisors, the general public, etc. sufficient to exchange or convey information and to receive work direction.
- Work in an office setting with extensive use of written documents, computers, and the telephone;
- Conduct civil engineering research projects, evaluating alternatives, presenting recommendations and professional opinions.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Develop and administer contracts for professional services and construction in a public agency setting.
- Schedule and carry out assignments without close supervision.
- Establish and maintain positive and effective working relationships with employees, contractors, other departments/agencies, City officials, and the general public.
- Exhibit excellent internal and external customer service skills.
- Communicate effectively orally and in writing.
- 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 Master's degree in Civil Engineering or related field, and eight 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.

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.