



City of Klamath Falls

Position Description

Position: Assistant City Engineer	Group: Non-represented
Department/Site: Development Services	FLSA: Exempt
Evaluated by: City Engineer	Salary Grade: 127

Summary

An employee in this position works under the direction of the City Engineer to manage and perform top-level professional civil engineering work, providing management and solutions to complex problems that arise in the design, review, and construction of City infrastructure and related development projects. The Assistant Engineer may act for the City Engineer in his or her absence.

Distinguishing Career Features

The Assistant City Engineer position is at a high level within the engineering pathway of the Development Services Department. The professional engineering career path includes Junior Engineer, Assistant Engineer, Associate Engineer, Assistant City Engineer, and City Engineer. The Assistant City Engineer serves as the engineering specialist, responsible for integrating services within and among Public Works and Development Services functional areas.

The Assistant City Engineer oversees and participates in design and review of capital improvement development including, but not limited to, utility infrastructure and transportation projects. The Assistant City Engineer is a promoted position and requires the ability to design and manage major projects, supervise and perform complex engineering reviews, enforce legal and contractual requirements, and establish and review the performance of departmental staff.

The next progression for a person in this position would be the City Engineer.

Essential Duties and Responsibilities

- Provides mentoring and supervision to Engineering Technician I & II, Senior Engineering Technician, Junior Engineer, Associate Engineer, and Assistant Engineer. Assigns and schedules work, establishes work priorities, and evaluates employee performance in these positions.
- Plans and participates in the development and implementation of goals, objectives, policies, priorities and design standards for Development Services. Participates in the development of City short and long-range scope of service and business plans, policies, and procedures.
- Researches, prepares, and presents staff reports and Council agenda items.

- Performs engineering management over large and multi-faceted projects, managing and/or performing project planning and design, developing and administering project terms and conditions, and evaluating contract compliance.
- Manages and conducts engineering studies that evaluate feasibility of proposed or ongoing projects or methods, or to determine solutions to existing field problems, assembling and evaluating technical data, providing technical leadership and solutions.
- Assists City Engineer in forming the direction and requirements of the City Capital Improvement Program. Provides technical expertise as an intermediary between contracted work and design elements to ensure City direction is communicated, work is done accordingly, and finished products are to Local, State, and Federal Codes and Standards.
- Plans, organizes, manages, and coordinates Capital Improvement Program projects including engineering design, field assessment and survey, and construction management for the public infrastructure needs of the community.
- Organizes, prioritizes, and evaluates the work of professional and technical staff in reviewing and evaluating complex development and land use applications and plans, and related infrastructure system plans and impacts.
- Consults with and coordinates technical reviews to ensure that impacts of land use actions or developments do not adversely affect traffic and City utility distribution and collection systems. Identifies potential conflicts and resolves issues.
- Assists in implementation and updates of the Urban Area Transportation System Plan. Ensures consistency with the urban area transportation investment and long-term transportation system through collaboration between City and County Public Works Departments.
- Assists City Engineer and Public Works Department with implementation and updates of the Water and Wastewater Master Plans. Ensures master plans are prepared in coordination with the Urban Area Transportation System Plan.
- Assists and provides Pavement Management Program recommendations to the Public Works Department.
- Participates in developing the annual budget for the Department. Recommends projects and project costs. Participates in the grant development process.
- Reviews technical reports, plans, structural calculations, and specifications prepared by others for adherence to City standards and accepted engineering practices.
- Manages and participates in special engineering studies such as proposed annexations, zoning, new construction, traffic and transportation, and infrastructure upgrades. Oversees special programs and projects such as those addressing transportation and neighborhood traffic patterns.
- The Assistant City Engineer may act for the City Engineer in his or her absence.
- Performs other duties as assigned that support the overall objective of the position

Qualifications

▪ **Knowledge and Skills**

The position requires advanced professional specialization in engineering theory, principles, practices, materials, costs, construction principles, techniques and trends, regulations, standards and equipment. Requires advanced professional knowledge in civil engineering, with additional professional knowledge in other related engineering professions. Requires in-depth knowledge of program planning, organization principles, budget preparation, labor and cost control, and engineering contract administration. Requires knowledge of modern supervisory techniques including staff development and performance management. Requires working knowledge of computer-aided-design and computer-aided-engineering programs. Requires well-developed human relations skill to convey technical engineering concepts, to facilitate, lead, and guide other professional and technical employees, conduct negotiations and work cooperatively with internal and external customers. Requires professional and technical writing skills sufficient to prepare project specifications, requests-for-proposal, process documentation, and communications suitable for external distribution. Requires advanced mathematics skills.

▪ **Abilities**

Requires the ability to perform all the responsibilities of the position. Requires the ability to interpret, apply, and communicate complex rules, regulations, laws and ordinances. Requires the ability to consult, review, approve and interpret engineering and construction plans and specifications. Requires the ability to analyze technical design engineering, construction engineering and surveying problems. Requires the ability to read design and construction-related drawings. Requires the ability to plan, assign, supervise, and coordinate the work of professional and technical staff. Requires the ability to communicate complex technical matters to non-technical individuals, including policy and enforcement matters. Requires the ability to interact, engage in problem solving, build effective teams, and form partnerships with citizens, community groups, developers and construction managers. Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City.

▪ **Physical Abilities**

Requires sufficient ambulatory ability to move about an office and other locations. The employee must regularly lift and/or move up to 25 pounds and occasional lift and/or move up to 60 pounds. Requires auditory ability to carry on audience, ordinary, and telephonic conversation. Requires near and far visual acuity to read detailed maps, drawings, other printed material, computer screens, and observe physical layouts. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. Requires manual and finger dexterity to write and to operate microcomputers and other office equipment. Ability to alternatively sit and stand for sustained periods of time to perform counter work. While performing the duties of this job, the employee is regularly required to: stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel or crouch; and talk or hear. The employee is occasionally required to climb or balance.

▪ **Education and Experience**

The position requires a bachelor's degree in civil engineering or related field from an accredited college; and a minimum of eight (8) years of progressively responsible design, construction management, inspection, plan check and complex development and land use review experience sufficient to successfully perform the essential duties of the job. A Master's degree may substitute for some experience.

Incumbents shall be registered as a Professional Civil Engineer in the State of Oregon, or registered as Professional Civil Engineer in a reciprocal state with the ability to obtain Oregon registration within six (6) months of hire.

All education and field experience requirements must be verifiable from records of satisfactory completion. Professional Engineering license must be presented for verification.

Applicant must demonstrate:

- Proficiency with Microsoft Office applications and general computer work
- Advanced knowledge of sitework construction practices, utility designs, commonly used products and materials, and the related function of utility systems
- Skill in using professional computer networks, scanners, plotters and negotiating the storage of data on server systems, as associated with the assignment
- A working knowledge of computer assisted drafting equipment and related software such as Computer Aided Drafting (AutoCAD) and Geographical Information System (GIS)
- Current technical/professional knowledge of advanced principles, methods, standards and techniques associated with civil engineering
- An understanding of mathematical concepts and drafting techniques; state and local statutes, codes, and regulations; recordkeeping principles and practice, databases and filing systems

▪ **Licenses and Certificates**

- Valid Oregon Driver's License. New employees establishing resident status in the State of Oregon must obtain an Oregon driver's license within 30 days
- Professional Civil Engineering License in the State of Oregon, or Professional Civil Engineer registration in a reciprocal state with the ability to obtain Oregon registration within six (6) months of hire.

▪ **Working Conditions**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and is occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually moderate.

▪ **Pre-Employment**

Job offers for this position are contingent on the individual passing a pre-employment drug screen and fit-for-duty exam.

The City of Klamath Falls is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Klamath Falls will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.