



## **City of Klamath Falls**

## **Position Description**

Position: Associate Engineer	Group: AFSCME
Department: Development Services	FLSA: Non-Exempt/Represented
Evaluated by: City Engineer	Salary Grade: 123

### **Summary**

An employee in this position possesses a Professional Civil Engineering License in the State of Oregon and works under the direction of the City Engineer to perform advanced-level professional civil engineering work, providing solutions to complex problems that arise in the design, review, and construction of City infrastructure and related development projects. May act as a mentor to the entry to mid-level engineering positions and/or others in the department.

### **Distinguishing Career Features**

The Associate Engineer position is the advanced-level career path for the professional engineering pathway within Development Services. The professional engineering career path includes Junior Engineer, Assistant Engineer, Associate Engineer, and City Engineer. The possession of a Professional Civil Engineering License in the State of Oregon combined with the greater complexity of assignments and level of independent decision-making required of this position, distinguishes this classification from the entry to intermediate level engineering positions.

Incumbents may be eligible to advance to the next level, City Engineer, based on successful job performance additional years of applicable experience, and an open position. The City Engineer is a non-represented position.

### **Essential Duties and Responsibilities**

- Perform project management over large and multi-faceted projects, directing and/or performing project planning and design, developing, and administering project terms and conditions, and evaluating contract compliance. Process change orders and progress payment requests.
- Prepare Bid documents, plans sets, special provisions and calculate cost estimates for various engineering projects.
- Perform project management and inspection duties and documentation of private and public construction projects. Projects may include, but not limited to, private residential and commercial development, publicly dedicated infrastructure improvements, and capital improvement development from City and other public agency departments. Aid City Engineer to inspect and document capital infrastructure related improvements. Perform plan checks to ensure contractor compliance with City specifications

- Perform reviews and provides written correspondence of plans and specifications for private residential and commercial development projects.
- Perform professional level engineering tasks essential for the planning, estimating, scoping, design, bidding, and construction of Public Works projects.
- Perform complex engineering calculations.
- Provide engineering data and cost estimates for the City budget.
- Perform field inspections of various engineering projects.
- Process, file, and maintain a variety of records, maps, plans, permits, property descriptions and other related information in both digital and hard copy.
- Prepare and file a variety of reports and correspondence related to public inquiries and activities in assigned area of responsibility.
- Prepare technical level correspondence, reports, agenda items, project recommendations or other written material for staff, management, or City Council.
- Analyze material submittals and design data submitted to the City.
- Coordinate and or perform field survey work.
- Coordinate engineering projects between developers, contractors, utility providers, agencies, other City departments, and the public.
- Participate in the development and implementation of design standards for Development Services.
- Administer and enforce City codes and standards on engineering projects.
- Provide support and mentoring to Engineering Technicians, Junior Engineer, and Assistant Engineer.
- Respond to citizen complaints concerning engineering problems.
- Assist Development Services Director, Public Works Director, and City Engineer in forming the direction and requirements of the City Capital Improvement Program.
- Assist City Engineer with research, preparations, and presentations of staff reports and City Council Agenda items.
- Assist City Engineer with solicitations and consultant procurements.
- Assist City Engineer with providing 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.
- Assist City Engineer with coordination of Capital Improvement Program projects including engineering design, field assessment and survey, and construction management for the public infrastructure needs of the community.
- Assists and provides Pavement Management Program recommendations to the Public Works Department
- Assist GIS Coordinator with system information updates in the form of utility location maps for water, sewer, storm, streetlights, geothermal, etc. utilities in GIS and AutoCAD format.
- Reviews technical reports, plans, structural calculations, and specifications prepared by others for adherence to City standards and accepted engineering practices

- Review and perform field inspections of traffic control plans for projects obstructing normal traffic circulation.
- Review and perform field inspections of erosion and sediment control plans for development within City limits.
- Provide oversight and assistance with City's Franchise Utilities permitting and inspection program.
- Other duties as assigned, including support for other department staff as required; the scope of the assigned area of responsibility dependent on departmental structure and is at the discretion of the City Engineer and/or Development Services Director.

## **Qualifications**

- **Knowledge and Skills**

The position requires specialized knowledge of principles of civil engineering; construction and inspection methods and materials testing techniques; principles of engineering designing procedures; applicable engineering standards and development codes; principles and terminology of public works; water/sewer systems; geothermal systems; streets and paving; word processing and spread sheet programs. Knowledge of sitework construction practices, utility designs, commonly used products and materials, and the related function of utility systems. The position requires skills in using Computer Aided Drafting (AutoCAD), Geographical Information System (GIS), computer assisted drafting equipment and software, networks, scanners, plotters and negotiating the storage of data on server systems, as associated with the assignment is desired. The position requires proficiency with Microsoft Office applications and general computer work. An understanding of mathematical concepts and drafting techniques; state and local statutes, codes, and regulations; recordkeeping principles and practice, databases and filing systems. Requires knowledge of the methods and techniques used in citizen involvement and external communications. Requires well-developed human relations skill to conduct persuasive discussions with diverse audiences, present ideas clearly, resolve conflict, and convey technical concepts to others.

- **Abilities**

Read and interpret documents such as construction contract documents including design plans and specifications, standards, requirements; technical instructions in mathematical or diagram form; to write routine reports and correspondence; to perform arithmetic computations; maintain and prepare records and reports; operate a variety of appliances and equipment; establish and maintain effective working relationships. Perform professional level complex engineering calculations. Incumbents must demonstrate the ability to handle job stress and interact effectively with others in the workplace. Ability to respond intelligently and effectively to common inquiries or complaints from customers, regulatory agencies, or members of the business community. The City of Klamath Falls has a specific emphasis on service to our customers. Our goal is to create a positive, productive, and courteous atmosphere for our employees and customers. Employees are evaluated on the quality of customer service they provide.

- **Physical Abilities**

Requires sufficient ambulatory ability to move about to office and other locations. The employee must regularly 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**

Bachelor's degree in civil engineering or related field from an accredited college; and a minimum of five (5) years' experience in progressively responsible design, constructions management, inspection, plan check and complex development and land use review experience sufficient to successfully perform the essential duties of the job. A Masters' degree may substitute for some experience.

All education and field experience requirements must be verifiable from records of satisfactory completion.

▪ **Licenses and Certificates**

- 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 date. Professional license must be presented for verification.
- 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.

▪ **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.