



City of Klamath Falls, Oregon Job Description

CITY ENGINEER

DEPARTMENT/DIVISION: Public Works/Engineering

GRADE: M-7

GROUP: Non-Represented

FLSA STATUS: Exempt

EFFECTIVE DATE: July 1, 2017

SUMMARY

Under the general administrative direction of the Public Works Director, this position provides divisional management for staff engaged in engineering design, project and construction management, and inspection of assigned development, capital, facilities and operating projects. Assists other department management and project teams in the development and implementation of scope of work, budget, schedules and staffing requirements for the engineering, procurement and construction phases for assigned projects. Represents the City as the engineering liaison with external consultants on assigned programs and projects. Manages the development, establishment and implementation of engineering standards in support of the City's commercial development codes. Performs related duties as required.

EXAMPLE OF DUTIES

Duties may include but are not limited to the following:

Direct, supervise, plan and coordinate staff and consultants involved in project management, design and contract documentation preparation for projects related to improvements and modifications to existing facilities or for projects involving construction of new assets.

Participate in the development and initiation of the facilities program management planning functions including the identification of capital needs, preparation of preliminary cost estimates/schedules and feasibility studies. Write and review requests for proposals as necessary. Coordinate cost and scheduling tasks to ensure that project schedules and costs are consistent and within established budget.

Plan, organize and direct the work of assigned staff. Estimate labor needs and schedules to meet completion dates for assigned projects. Evaluate the progress of projects and results and develop or initiate changes to achieve overall project objectives.

Oversee the development and implementation of project scope of work, schedules, budget and execution plan for the design, procurement/construction phases of operating and capital projects. Administer a project monitoring system for assigned projects and prepare project progress reports as required.

Direct the technical quality assurance review of drawings, specifications and contract documents for compliance with established engineering or project standards and objectives. Coordinate the work of external consultants involved in design projects. Ensure that work is being performed according to agency guidelines.

Directly responsible for ensuring those assigned projects are completed within established budget guidelines and are in compliance with agency standards and other federal, state and local laws and regulations.

Serves as the City's construction manager on capital projects. Negotiate change orders, and monitor their implementation on assigned projects. Monitor, review and oversee, through assigned engineering and construction staff, the progress of consultants, vendors and contractors to ensure compliance with contract requirements and applicable codes and regulations.

Prepare project and/or division budget(s). Monitor expenditures to ensure projects and staffing are within approved budget guidelines. Act as a liaison with agency and external consultants on assigned projects. Coordinate the assignment and scheduling of engineering staff to agency projects to ensure that there is adequate technical staffing for designated projects.

Prepare and present reports and/or presentations to City management, Council, Council committees and subcommittees on the status of projects. Participate in public meetings and hearings on assigned projects.

Oversee the execution of the City's permit programs that fall under the general responsibility of the Public Works Department. Review, improve and modify permit programs as required to adapt to changes or revisions in City, State and Federal policy, laws, ordinances, and codes. Develop new permit programs as assigned. Supervise and coordinate the internal review of pre-planning, planning and design reviews applications including drawings, specifications and contract documents for compliance with established engineering and/or City standards and objectives. Ensure that approved work is being performed in compliance with conditions of the Site Construction Permit and in accordance to agency guidelines. Monitor invoices pertaining to a project Cost Recovery Agreement. Provide final project acceptance based on as-built drawings, inspection check-off, easements, performance bonds, construction agreements and warranty bonds.

Plan, organize and direct the efforts of staff assigned to review and inspect land development projects including Industrial, Commercial and Residential properties. Ensure compliance with Community Development Ordinances, ADA Guidelines, Oregon Revised

Statutes, City Codes, the Oregon Administrative Rules and the Oregon Bicycle/Pedestrian Plan. Ensure compliance with utility franchise agreements. Provide technical support to the Public Works Department in the initiation, review and conditional acceptance of traffic studies, storm drainage reports, water/wastewater data connection reports and street improvements. Oversee the conditional acceptance or rejection of Engineering Variances pertaining to City Engineering Standards.

On behalf of the Public works Divisions, review, comment and place development conditions on County Planning development reviews that require City utility services.

Represent the Public Works Director at meetings, as directed.

SUPERVISORY RESPONSIBILITIES

This is a supervisory position. The employee in this position carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, directing work, evaluating performance, and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS

Education and/or experience:

Bachelor's degree in engineering and five to seven years of increasingly responsible experience in engineering, design and/or construction and four (4) years of supervisory experience.

Desired:

A Master's degree from an accredited college or university in engineering, architecture or business administration.

LICENSE/CERTIFICATIONS

Valid Oregon Driver's License.

Registration as a Professional Engineer in the State of Oregon (or the conversion of out-of-state license within six months from date of hire) is mandatory.

PRE-EMPLOYMENT

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

KNOWLEDGE, SKILLS AND ABILITIES

The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

Principles and techniques of budgeting, contract, and project management; engineering practices in administration, planning, and organization; principles of engineering, construction and inspection methods and materials and testing techniques; principles of engineering designing procedures; applicable statutes; principles and terminology of hydrology and hydraulics; soil mechanics and erosion control; water/sewer systems; geothermal systems; streets and paving; word processing and spread sheet programs.

Skill in:

Communicating highly technical concepts to technical and non-technical staff in a personable and professional manner, and to clearly write in a technical and non-technical format; managing, planning, and coordinating the work of professional subordinates and technical support staff.

Ability to:

Use analytical and technical techniques for engineering project assignments to make recommendations on the cost and effectiveness of projects; interpret an extensive variety of technical instructions in mathematical or diagram form; read and interpret documents such as contract design specifications, statutes, regulations and building codes; technical instructions in mathematical or diagram form; to write routine reports and correspondence; to perform mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry; maintain and prepare records and reports; operate a variety of appliances and equipment; establish and maintain effective working relationships.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform 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 is frequently required to use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to reach with hands and arms. The employee is frequently required to stand, walk, sit, stoop, kneel, crouch, or crawl; and talk or hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

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 is typically in an office environment with minimal exposure to health and safety hazards. Occasionally the employee works in outside weather conditions and is occasionally exposed to wet and/or humid conditions.

The noise level in the work environment is usually quiet. While in the field the employee may be exposed to decibel levels consistent with construction operations.

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.