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City of Klamath Falls, Oregon  
Job Description

## ASSOCIATE ENGINEER/ PROJECT MANAGER

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**DEPARTMENT/DIVISION:** Public Works/Engineering

**GRADE:** 10

**GROUP:** AFSCME

**FLSA STATUS:** Non-Exempt

**EFFECTIVE DATE:** July 1, 2011

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### **SUMMARY**

Under general supervision by the City Engineer, the individual selected for this position applies a wide range of engineering principles and methods of comprehensive project management including the planning, scoping, estimating, design, bidding, analysis, construction management and inspection of City streets, parks, lighting, water, geothermal, sanitary sewer and storm drainage systems and provides engineering support for public works maintenance and operations activities. Manages City capital improvement projects from concept, design, planning and estimating through the construction process. Assigns and supervises resources toward project design and construction whether work is done by City staff or contracted consultant. Responsible for construction project review, bidding and contract administration. This position will manage consultants in the design of City projects and Contractors during construction of City projects.

### **EXAMPLES OF DUTIES**

Duties may include, but are not limited to the following:

Performs complex engineering tasks essential for the planning, estimating, scoping, design, bidding and construction of Public Works infrastructure.

Oversees planning for, design, contracting, construction management and inspection of public facility improvement projects.

Performs cost analysis and project scheduling.

Provides constructability review of developer projects designed by outside consultants, and coordinates corrections and revisions.

Updating and maintaining City Engineering Design Standards and City Standard Drawings.

Prepares, or coordinates preparation of, documents related to contract administration. Considerable knowledge of the principles and techniques of contract document preparation including project specifications, scheduling, procurement and contract administration as they apply to public improvement projects.

Prepares professional level correspondence, reports, agenda items, project recommendations or other written material for staff, management or Council.

Writes and administers Requests for Proposals for use in hiring consultants. Manages consultants, processes progress payments and deliverables such as record drawings.

Assist with analysis and evaluation of constructability review, procedures review and recommends new and improved practices.

Familiar with current construction techniques, practices, materials and industry trends.

Responsible for individual project management design, neighborhood meetings, estimates, bidding, construction management and, at times, inspects same.

Responsible for the design work related to the City's sanitary sewer and storm drainage system, street pavement, street maintenance, water distribution and storage and Geothermal distribution pumps and wells.

Required to synthesize and present detailed technical information to citizen committees, respond to the public inquires and clearly communicate Public Works issues to the public and media.

Must be able and willing to observe employee activity and equipment operation for safe practices; conduct field inspections to ensure work is being completed according to design and standards; recommend appropriate improvements to operational activities; and, ensure public and other City personnel are provided notice of work plans and potential service disruptions.

Ability to communicate issues raised by the public to department management and other staff members.

Must be able to provide information to public on related program activities, attend necessary meetings, sometimes requiring evening or weekend meeting attendance; and respond to citizen inquires and complaints regarding related problems that may require 24-hour emergency response. Alert director of unusual or emergency situations and recommend appropriate response to assess and correct problems.

Ability to develop and manage multi-year capital improvement program.

Meets with other Public Works Divisions on a regular basis for project scoping sessions and to provide these divisions with regular project updates.

Responsible for Project Management on identified division's projects. This includes but is not limited to Planning, estimating, Scoping, Design, preparation of construction documents, bidding and award of projects, construction management including processing progress payments, negotiating change orders, inspection and testing, project closeout and warranty tracking.

Effectively communicates substantive issues either verbally or in writing to the City Engineer.

Negotiates contract changes; prepares contract pay reports.

Maintains current set of construction documents for all projects to be used in preparation of As-Built documents.

#### AUXILIARY JOB FUNCTOINS:

Maintain technical and supervisory proficiency by attending training conferences and meetings, reading materials, and meeting with others in areas of similar responsibility. Share expertise and offer suggestions to the division head s and director. Knowledge of and proficiency in use of office computer programs (currently using Microsoft Office applications, Vueworks pavement and asset management system and ProLog project management software).

#### SUPERVISORY RESPONSIBILITIES

Acts as lead person to Engineering Technicians and construction inspectors in miscellaneous phases of public works projects. Responsibility for design, scheduling and directing work. Carries out responsibilities in accordance with the organization's policies and applicable laws and sound engineering principles.

#### PRE-EMPLOYMENT

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

#### QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education and/or Experience:

Bachelor's degree (BS) from four-year College or university in Engineering with 3-5 years related experience; emphasis in design, water, geothermal, sewer, streets and construction management preferred.

Certification, License, Registration:

Must possess and maintain valid Oregon Driver's License.

Must 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 months of appointment.

**KNOWLEDGE, SKILLS AND ABILITIES**

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

Ability to:

Ability to read, analyze and interpret common scientific and technical journals, financial reports and legal documents. Ability to respond intelligently and effectively to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups and/or boards of directors.

Ability to apply complex mathematical concepts such as exponents, logarithms, quadratic equations and permutations.

Work with minimum supervision; establish and maintain effective work relationships with others.

Reasoning Ability:

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to communicate conclusions and findings to an audience with varying technical and educational backgrounds.

**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 frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, 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 occasionally works in outside weather conditions during varied working hours and is exposed to fumes or airborne particles.

The noise level in the work environment is usually moderate.

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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.

