

JOB DESCRIPTION

ORGANIZATION: City of Troutdale
DEPARTMENT: Public Works
JOB TITLE: Civil Engineer

LOCATION: Public Works
DATE: March 2017
RANGE: 23, FLSA Non-exempt

PURPOSE OF POSITION:

Provides a wide variety of technical Professional Engineering services at the senior level, requiring substantial professional responsibility and independent judgment pertaining to planning, design, contract administration, construction inspection, program management, policy development, customer service and related matters for sanitary sewer, storm water, potable water, parks, and transportation systems, and environmental compliance. This position is distinct from the lower level Engineering Associate position due to the size, breadth and complexity of projects and programs assigned, professional responsibility for projects and programs, application of significant independent engineering judgment, independent decision-making, and the requirement for a Professional Engineer License.

ESSENTIAL JOB FUNCTIONS:

- a) Manage capital projects of the full range of size and complexity ensuring budget and scope compliance, administrative procedure compliance, statutory compliance and timely completion. This includes professional judgment and decision making that can carry substantial cost, regulatory compliance, customer service, liability and public relations implications for the department and the City.
- a) Perform and/or manage complex technical studies, analyze data, make recommendations based on findings, and submit oral or written reports thereon.
- b) Prepare scopes of work, requests for proposals, contract documents, and other materials relating to the selection of consulting firms. Coordinate and serve on selection panels for the evaluation and selection of professional consulting firms. Negotiate terms and conditions of personal services contracts and change orders thereto. Direct and supervise the work of consultants for assigned projects and programs. Review consultant invoices, recommend payments and monitor consulting contract costs.
- c) Design and professionally seal projects of significant complexity and prepare the accompanying plans, specifications, cost estimates, record drawings, and related contract documents.
- d) Conduct formal and informal construction bidding, contracting and purchasing processes in compliance with City purchasing ordinances and policies, and ensure compliance with statutory contracting requirements. Prepare Requests for Quotes and Invitations to Bid. Administer formal bid openings, recommend awards of contracts and administer contract award processes and documentation.
- e) Direct and supervise the work of contractors for assigned projects and programs. Perform inspection of assigned projects for conformance with plans, specifications and applicable laws and regulations. Bring deficiencies to the attention of the appropriate party for corrective action. Review and approve or reject submittals, payment requests, and other contractual matters. Maintain project records and documentation.
- f) Provide departmental review, oversight and coordination for the full range of private development project size and complexity, including land use application and building permit review (for public works requirements) and public works plan review, as assigned. Evaluate development proposals and identify Public Works requirements, including required public improvements, of private developers. Perform development plan reviews, review technical submittals and work with developers' engineers and contractors to ensure the proper design, construction and documentation of developer-constructed public improvements. Perform construction inspection and/or coordinate and supervise such inspections by assigned inspector(s). Conduct final inspections and recommend acceptance or direct developer to correct deficiencies as necessary. Manage and coordinate close-out, documentation and acceptance of developer-constructed public improvements.
- g) May be assigned to manage technical and complex environmental programs, or elements thereof, within the City to ensure compliance with Local, State, and Federal permits and regulations. Perform plan reviews, review permit applications, negotiate and prepare permits, review reports, prepare annual reports, manage

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Inter-governmental agreements with other agencies, manage franchise agreements, and coordinate/perform other tasks necessary to ensure effectiveness and compliance with applicable regulations for assigned programs.

- h) Manage specialized Public Works programs of the full range of size and complexity associated with streets, water, sanitary sewer, storm water and/or parks, as assigned.
- i) Conduct and/or coordinate public involvement activities, programs and events related to assigned programs and projects, including surveys, open houses, neighborhood meetings, multi-media outreach, and training sessions.
- j) Review easements and legal descriptions for conformance with City requirements. Prepare and negotiate easement and right-of-way agreements associated with assigned projects and programs.
- k) Review and negotiate development agreements, franchise agreements, and intergovernmental agreements associated with assigned projects and programs.
- l) Provide information to engineers, contractors, developers and the general public regarding Public Works facilities, services and projects.
- m) Advise and assist the Chief Engineer and Public Works Director in ensuring compliance with a variety of Federal and State regulations, and local ordinances.
- n) Perform field engineering for trouble-shooting of infrastructure related problems or emergencies. Advise and/or direct field operations staff in responding to infrastructure issues in the field.
- o) May represent the City at various Metro, DEQ and other regional and interagency meetings, committees and coordinating groups, as assigned.
- p) Advise and assist the Chief Engineer, Public Works Director and other Division Superintendents in policy analysis, development, and implementation related to public works and environmental compliance. Draft ordinances, resolutions, staff reports, administrative rules, standard operating procedures and similar documents for review.
- q) Advise and assist the Chief Engineer and Public Works Director in making presentations related to assigned projects and programs at the City Council, Planning Commission, citizen committees and other public bodies. Deliver presentations to these bodies independently for assigned projects and programs.
- r) Assist in the recruitment, interviewing and selection of lower level engineering staff and participate in selection panels for other City staff.
- s) Perform duties of Engineering Associate and Engineering Technician as directed when necessary due to absence of said personnel.
- t) Effectively and clearly communicates to others verbally and in both electronic and physical written forms.
- u) Maintain consistent and regular job attendance and adherence to working hours.
- v) Develops and maintains positive working relationships with supervisors, and co-workers, as well as maintains positive customer relations with all internal and external customers and is responsive to customer needs

AUXILIARY JOB FUNCTIONS:

- Perform basic field surveying tasks.
- Serve in assigned role(s) on Incident Management Teams for emergency response activities
- Receive, respond to, and resolve complaints from the public related to Public Works projects, programs and activities.
- Provide technical engineering support to other Departments.
- Advise and assist the Chief Engineer in the promulgation of Public Works construction standards and procedures.
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- Maintain related files, attend related meetings, and prepare miscellaneous reports.
- Maintain work areas in a clean and orderly manner.
- Complete assigned and recurring training requirements as well as Continuing Education Requirements of professional licensure.
- Follow all safety rules and procedures established for work areas.

THIS JOB DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE ALL DUTIES THAT MAY BE PERFORMED BY AN EMPLOYEE OF THIS CLASSIFICATION.

QUALIFICATIONS:

Knowledge of:

- Principles of civil engineering applied in the design, construction, operation, maintenance, and repair of public works infrastructure.
- Principles and practices of program development and administration.
- Environmental issues, permitting, laws and regulatory requirements.
- Computer-aided drafting and design techniques.
- Current office procedures, methods, and equipment, including personal computers and software typically employed by the Department.
- Public contracting law.
- Computer-aided infrastructure modeling techniques.

Ability to:

- Apply independent professional judgment and make independent responsible decisions of substantial consequence for the City and the public.
- Read and interpret plans, specifications and technical reports.
- Design public works projects.
- Author and administer public contracts and intergovernmental agreements.
- Professionally Seal engineering plans and technical documents
- Contribute to the development and administration of goals, objectives, policies and procedures.
- Analyze problems, identify alternatives, project consequences of proposed actions, and select optimal solutions.
- Manage Public Works and environmental programs
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships.
- Administer public contracts.

EDUCATION AND EXPERIENCE:

Any equivalent combination of education and experience which provides the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge, skills, and abilities is to possess a four-year university degree in civil engineering or a closely related course of study combined with at least five years of related experience.

SPECIAL REQUIREMENTS/LICENSES:

Possession of a valid drivers' license.

Registration as a Professional Engineer in the State of Oregon.

PHYSICAL DEMANDS OF POSITION:

Physical demands of position typically involve moving materials weighing up to 10 pounds, with the necessity to move materials weighing up to 50 pounds when performing field work. Character and flow of duties involve manual dexterity and coordination up to 50% of the work period. Normal mental and visual demands are required in the performance of duties.

WORKING CONDITIONS:

Most of work period is spent in an office working environment. Field work requires less than 20% of the work period.

SUPERVISORY RESPONSIBILITIES:

Supervises the Engineering Aide (student intern). Directs and reviews the work of lower-graded technical personnel,

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including Engineering Technicians and/or Engineering Associates when those personnel are assigned to support the Civil Engineer's projects and programs. May provide training and orientation to newly assigned Department personnel.

SUPERVISION RECEIVED:

Works with a significant degree of independence and individual professional responsibility under the limited supervision of the Chief Engineer.

Prepared By: 

Date: 3/16/17

Approved By: 

Date: 3/15/2017