



Engineering Manager

DEPARTMENT: Public Works
DIVISION: Engineering
SUPERVISOR: Public Works Director
CLASSIFICATION: Exempt (not overtime eligible)
UNION: No
CONFIDENTIAL: Yes

POSITION SUMMARY

Plans, directs, manages, supervises, and coordinates the administrative activities and operations of the Engineering Division. Coordinates assigned activities with other City departments, divisions, and outside agencies. Performs and manages the development, implementation, and evaluation of complex professional engineering and construction projects for various City infrastructure, including water, sewer, streets, parks facilities, and other public works project planning and programs.

SUPERVISION RECEIVED

Works under the direction and guidance of the Public Works Director.

SUPERVISION EXERCISED

Exercises supervision over all permanent and temporary technical staff assigned to the Engineering Division.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Serves as lead project manager for Engineering Division projects, especially high visibility and highly critical projects.
- Networks with senior leadership and major stakeholders to establish strategic plans and objectives for programs or projects.
- Assists in the mentoring of junior level project managers as a part of a development initiative.
- Oversees and directs the administrative support functions and activities of the Engineering Division, including the geographic information system, permit issuance, budgetary administration, and grant management.
- Participates in and oversees the preparation of the Engineering Division's annual operating budget and the City's Capital Improvement Program budget; forecasts funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
- Participates in the development and implementation of the Engineering Division's goals, objectives, policies, and procedures; evaluates the operations and activities of the Division.
- Selects, motivates, and evaluates staff; prepares performance evaluations; works with staff to correct deficiencies; implements discipline and termination procedures. Encourages and fosters cooperative working relations within assigned staff.
- Assesses and monitors the workload of assigned personnel to ensure the efficiency and effectiveness of service delivery. Recommends and implements technical training.

- Responds to and resolves difficult and sensitive citizen inquiries and complaints and recommends corrective action as necessary. Prepares letters, memoranda, and other written correspondence relative to Engineering Division matters.
- Prepares the Engineering Division budget. Reviews and recommends approval of expenditures of the Engineering Division. Prepares or assists in the preparation of grant and/or funding applications for projects.
- Maintains regular contact with consulting engineers, construction project engineers, City, County, State, and Federal agencies, professional and technical groups and the public regarding division activities and services.
- Prepares comprehensive reports; drafts policies, operating procedures, administrative manuals, ordinances, and resolutions; recommends appropriate alternatives and courses of policy action; implements policies and procedures relating to the administrative activities of the Engineering Division ensuring compliance with applicable guidelines, standards, laws, and regulations.
- Manages the planning, scheduling, and coordinating of project engineering work, reviewing and approving construction plans and supporting calculations, and ensuring project compliance with all codes and ordinances and established engineering standards.
- Develops scopes of work and project requirement packages for new projects in the portfolio, including working with stakeholders to determine the requirements of the project and liaise with the business and technical experts to develop project strategy and solutions for these requirements.
- Develops comprehensive work schedules and manages project execution to the schedule.
- Prepares design plans, specifications, and bid documents, holds bid conferences, evaluates bids, makes bid award recommendations, and reviews contractor pay requests.
- Manages and performs a variety of technical and contract administration tasks relative to assigned Capital Improvement Program projects. Develops plans and specifications, monitors project activity, work schedules, prepares change orders/contract amendments, monitors contractual compliance, and facilitates payment.
- Performs complex civil engineering drafting design work, calculates construction quantities, and prepares engineering and construction estimates.
- Reviews private project development plans for compliance with codes, regulations, and standards, adequacy of applications for permits, and compliance with approved plans.
- Determines applicable codes, regulations, and requirements for assigned projects.
- Develops, prepares, and coordinates engineering plans and specifications.
- Coordinates required advertising for bids, reviews construction bids and makes necessary recommendations based on lowest and best bids, competency of vendors and consultants, and the selection criteria.
- Assists in the evaluation of the impacts of development proposals, permits, rezones, plats, etc. on traffic and transportation facilities, water, sewer, and storm drainage systems.
- Monitors intergovernmental actions affecting public works operations.
- Assists in the training of other City personnel in public works design and construction techniques.
- Responsible for risk management and control, including the ongoing process of risk identification, and the development of appropriate risk response plans.
- Responsible to appropriately resource the project, through collaboration with impacted managers in a matrix environment.
- Creates and delivers presentations on program or project goals and plans, including status reports.

- Performs end-to-end program or project management, demonstrating ownership of the entire process from beginning to end.
- Develops and implements program and project level processes, procedures, and performance metrics.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- Bachelor's degree from a four-year college or university in civil engineering or a closely related field.
- Minimum of six years of civil engineering experience, local government setting preferred.
- Minimum three years public works project management experience.
- Any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.
- Must possess a Project Management Professional (PMP) certificate, or the ability to obtain one within six months of hire.
- Professional Engineering (PE) license in Civil Engineering from the State of Oregon is preferred, but not required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of civil engineering principles, practices, and methods as applicable to a municipal setting; considerable knowledge of applicable City policies, laws, and regulations affecting Division activities.
- Considerable skill in the management of simple to highly complex engineering and construction projects.
- Comprehensive knowledge of generally accepted construction standards and construction methods, materials, techniques, phases, design, practices, and procedures.
- Substantial knowledge of City and department operations, policies, and procedures.
- Substantial knowledge of pertinent Federal, State, and local laws, codes, and ordinances.
- Substantial knowledge of City purchasing and finance policies, procedures, and processes.
- Management skills necessary to effectively manage the work of assigned staff and outside contractors.
- Interpersonal and communication skills necessary to tactfully enforce contractor's compliance with plans and specifications, while maintaining satisfactory relationships with contractors and their employees, as well as to interact tactfully and effectively with the general public.
- Excellent communication skills.
- Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, City officials, and the general public.
- Ability to conduct necessary engineering research and compile comprehensive reports.
- Knowledge of the principles and practices of civil engineering and its application to municipal public works and construction.
- Knowledge of laws, rules, regulations, ordinances, and collective bargaining agreements affecting City policies and operations.
- Knowledge of public works contract administration including contract preparation, contractor selection, administration of contract work, change orders, disputes, claims, equal opportunity, and closing of contracts.
- Knowledge of complex design and drafting methods, software, and equipment.

SPECIAL REQUIREMENTS

- Must possess a valid state driver's license or ability to obtain one prior to employment. Must be able to maintain a satisfactory driving record.
- Must be physically capable of moving about on construction work sites and under adverse field conditions. (Reasonable accommodations may be made to enable individuals with disabilities to appropriately access construction work sites.)

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, and data base and computer-aided-design software; standard drafting tools; surveying equipment including level, theodolite. and electronic distance measuring devices; motor vehicle; phone; mobile radio.

PHYSICAL DEMANDS

The physical demands herein 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 individuals with disabilities to perform these essential job functions.

- **Physical Demands:** While performing the duties of this job, the employee is occasionally required to stand or sit; walk, use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk or hear. The employee must occasionally push, pull, lift and/or move up to 20 pounds.
- **Vision:** Vision sufficient to read small print, computer screens and other printed documents. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth vision, depth perception, and the ability to adjust focus.
- **Mobility:** Sufficient mobility to work in an office setting and operate office equipment. Some outdoor work is required to inspect various developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

WORKING ENVIRONMENT

- **Environment:** Normal office setting with some travel for meetings or inspections. The noise level in the work environment is usually quiet in the office and moderate to very loud in the field.
- **Working Conditions:**
 - a. Position has normal business hours. Occasional attendance at evening meetings required.
 - b. Adverse working conditions include exposure to seasonal weather changes including working in inclement weather.
- **Resource Accountability:**
 - a. Records maintained include accountability for files relating to projects such as: improvement agreements, security documents, engineering plans, specifications related to developments, as-built drawings, and program records.
 - b. Responsibility for the proper care of City equipment.

EMPLOYEE ACKNOWLEDGMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I acknowledge that I have received a copy of the **Engineering Manager** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

Signatures:

Engineering Manager

Date

Print Name: _____

Public Works Director

Date