

CITY OF BEAVERTON

Project Engineer 2

General Summary

Perform professional engineering project management, plan review and administration for the engineering functions. Practice engineering duties as defined by State law, ORS 672.005(1) and OAR 820-010-0010(5) respectively, to perform or direct a variety of engineering activities. Provide official Project Engineer (PE) stamp approval for project work.

Key Distinguishing Duties

Supervise engineering technicians and project engineers, including hiring employees, responding to grievances and overseeing the disciplinary process as needed; Perform professional engineering plans review.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Supervise engineering technicians and project engineers. Develop, review, approve and implement section work plans, services, policies, procedures and reports. Set performance standards. Serve as a member of the division management team. Evaluate performance and program effectiveness and take action for improvement as necessary. Authorize payments to contractors and consultants.
2. Supervise staff to ensure City goals and objectives are met. Schedule, assign and review work. Participate in hiring decisions. Provide opportunities for developmental training and performance coaching to employees. Conduct performance evaluations. Respond to employee grievances and oversee disciplinary processes according to the collective bargaining agreement and City policy.
3. Prepare the City's Capital Improvement Plan.
4. Advise the Director, Mayor, Board of Design Review, Planning Commission and the City Council on engineering issues. Analyze intergovernmental agreements, ordinances and other related documents for policy implication and provide written reports.
5. Prepare, recommend and monitor budget for assigned section. Provide explanation for variances.
6. Perform professional engineering plans review for engineering project submittals. Administer the Development Code, Engineering Standards and other regulations and requirements such as the City floodplain ordinances and Clean Water Services standards.

7. Respond to requests for information from citizens, developers, consulting engineers or staff on technical issues requiring interpretation, design modification and variances.
8. Provide direction and set standards for excellence in internal and external customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
9. Represent the City to the public, in legal or administrative proceedings, to other organizations or entities and in other situations as required. Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.
10. Exhibit leadership to staff, work teams and fellow employees. Serve as a model for accomplishing City's vision and goals. Create an environment in which employees are focused on producing excellent quality results.
11. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
12. Produce an acceptable quantity and quality of work that is completed within established timelines.
13. Follow standards as outlined in the Employee Handbook.
14. Participate in the City Emergency Management program including classes, training sessions and emergency events.
15. Provide employees with basic job training and safety instruction. Actively support safety and loss control measures. Ensure employees are held to departmental safety and loss control standards.
16. Actively promote and support diversity in the workplace through staffing, promotions, training and career development. Model respect for diversity in the workplace.

Other Functions

1. Serve on or provide support to a variety of committees, task forces and advisory groups as necessary.
2. Perform related duties of a similar scope and nature.

Knowledge Required

- ◆ Advanced knowledge of practices and principles of civil engineering.
- ◆ Advanced knowledge of the all local, regional, state and federal laws, regulations, codes and ordinances governing land use and development.
- ◆ Advanced knowledge of practices and principles of public/business administration practices and decision-making.
- ◆ Advanced knowledge of strategic planning methods with an emphasis on services related to land use and development.

- ◆ Advanced knowledge of public purchasing and contracting laws and regulations.
- ◆ Advanced knowledge of human resources management practices.
- ◆ Advanced knowledge of English grammar, spelling and usage.

Skills/Abilities Required

- ◆ Advanced skill in engineering, land use and plan review.
- ◆ Advanced ability to review technical engineering designs, documents, plans and specifications.
- ◆ Advanced ability to develop and interpret engineering codes and standards related to land use and development.
- ◆ Advanced skill in conceptual analysis and policy/program development and implementation.
- ◆ Strong ability to successfully manage the operations and budget of a department.
- ◆ Advanced ability to productively manage and/or participate on a team and in a team environment including the ability to develop a team approach to producing high quality results.
- ◆ Strong ability to effectively manage multiple programs and a staff including hiring, training, coaching, disciplinary action, performance management and termination.
- ◆ Advanced ability to demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers and the general public.
- ◆ Advanced ability to build consensus.
- ◆ Advanced ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Strong ability to coach employees on and to apply excellent internal and external customer service skills.
- ◆ Advanced ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public.
- ◆ Advanced ability to make presentations and develop reports that may include technical information.
- ◆ Advanced ability to use word processing and spreadsheet programs and other software applications as required for position.

Minimum Qualifications Required for Entry

Bachelor's degree in engineering and 6 years of engineering experience, including 3 years of experience in land use, plan review or development engineering and 2 years of project management experience, or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

- ◆ Valid Oregon driver's license and the ability to meet the City's driving standards.
- ◆ Registration as a civil engineer in the state of Oregon or the ability to attain professional license within a year (for out of state applicants only.)

Working Conditions

Regular focus on a computer screen; daily precise control of fingers and hand movements; daily dealing with distraught or difficult individuals; occasional attendance at meetings or activities outside of normal working hours; weekly operation of a motor vehicle on public roads; occasional climbing and balancing; occasional wearing of protective gear or clothing.

Classification History

Created: August 2, 2010

Status: M2
FLSA: Exempt

Department Head Signature

Human Resources Signature

Date

Date