

CITY OF BEAVERTON

Principal Engineer

General Summary

Provide overall administration and project management for the Capital Improvement Projects (CIP) and drinking water quality activities. Perform a variety of engineering project management duties requiring expertise in the area of professional civil engineering. Practice engineering and perform "responsible charge" duties as defined by State law, ORS 672.005(1) and OAR 872-010-0010(5) respectively, to perform or direct a variety of engineering activities.

Key Distinguishing Duties

Overall responsibility for managing the staff and programs of the division.

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. Develop, review, approve and implement division work plans, services, policies, procedures and reports. Set performance standards. Serve as a member of the Engineering department's senior management team. Evaluate performance and program effectiveness and take action for improvement as necessary. Authorize payments to contractors and consultants
2. Manage staff to ensure City goals and objectives are met. Schedule, assign and review work. Make hiring decisions. Provide opportunities for developmental training and performance coaching to employees. Conduct performance evaluations. Respond to employee grievances and oversees disciplinary process according to the collective bargaining agreement and City policy.
3. Manage the City's potable water system and administer the State Department of Human Services plan review exemption. Set and update engineering design standards for the water system. Supervise City's cross connection program.
4. Prepare, administer and monitor Division budget programs.
5. Develop work plans, timelines and resource allocations for utilities projects. Monitor progress to ensure objectives are met.
6. Provide professional engineer's stamp for applicable documents as required.

7. 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.
8. Produce an acceptable quantity and quality of work that is completed within established timelines.
9. 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.
10. Provide assistance to City staff, other agencies, citizen's groups and the general public with questions concerning water resources, CIP and private developmental issues.
11. Represent the Water Division and/or 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.
12. 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.
13. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
14. Participate in the City Emergency management program including classes, training sessions and emergency events.
15. Follow standards as outlined in the Employee Handbook.
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. Provide expertise to and participate in the Metro Regional Water Providers Consortium Technical Committee. Serve as a resource to and participate in related committees and work groups in the region as required.
2. Perform related duties of a similar scope and nature.

Knowledge Required

- ◆ Advanced knowledge of the laws and regulations regarding the management of public engineering projects.
- ◆ Expert knowledge of practices and principles of civil engineering.
- ◆ Advanced knowledge of the laws and regulations governing hydrology.
- ◆ 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 water resource management.
- ◆ Advanced knowledge of public purchasing and contracting laws and regulations.
- ◆ Advanced knowledge of human resources management practices.
- ◆ Advanced mathematics as related to civil engineering principles.
- ◆ Advanced knowledge of English grammar, spelling and usage.

Skills/Abilities Required

- ◆ Advanced skill in utility engineering design and policy development and implementation.
- ◆ Advanced ability to successfully manage the functions 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.
- ◆ Advanced 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.
- ◆ Advanced ability to apply and to coach employees on excellent internal and external customer service skills.
- ◆ Expert ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public. Ability to make presentations and develop reports that may include technical information.
- ◆ Strong 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 civil engineering, or related field, and 10 years experience in professional engineering in both the private and public sector, including 5 years in a supervisory or management role, or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

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

Working Conditions

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

Classification History

As of 10/97: Senior Engineer
Revised: 1/98
New class specification title 1/98: City Utilities Engineer
Revised: 11/04
Revised 1/1/09

Status: M2
FLSA: Exempt

Department Head Signature

Human Resources Signature

Date

Date