

# CITY OF BEAVERTON

## City Engineer

### General Summary

Provide overall administration and project approval for Capital Projects, Transportation, and Site Development programs and projects. 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. Provide official Project Engineer (PE) stamp approval for project work. May serve as the Public Works Director during his/her absence.

### Key Distinguishing Duties

Manage the staff and programs of the Engineering Division of Public Works.

### 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 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. Develop work plans, timelines and resource allocations for assigned projects. Oversee professional service contracts for capital improvement projects. Coordinate projects and plans with Operations Division and other departments as needed. Monitor progress to ensure objectives are met for the design and construction of the City’s infrastructure.
4. Prepare, recommend and monitor projects and division budget. Provide explanation for variances.
5. Oversee the management of engineering plans review process for site development applications. Develop, manage and facilitate strategies for the resolution of complex and/or sensitive site development issues.

6. 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.
7. Administer City codes related to public improvements, transportation, site development, construction activities and engineering standards. Act as the Mayor's designee on development related matters pursuant to the authority specifically granted the position of City Engineer in various City ordinances.
8. Serve as a liaison and represent the City or engineering division at a variety of meetings related to intergovernmental coordination. Advise the Director, Mayor and City Council on engineering matters. Analyze proposed legislation for policy and fiscal implications and provide written reports for the Mayor.
9. Oversee the preparation of agenda bills, staff reports and other work products to be presented at Council meetings.
10. Perform project management of City staff and consultants on special engineering projects. Serve as acting Project Manager on CIP projects for engineers in their absence.
11. Provide assistance to the Mayor's office, City Council, staff, other agencies, citizen's groups or the general public with questions concerning land surveying, right-of-way and easements, land acquisition, CIP and private developmental issues.
12. 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.
13. Produce an acceptable quantity and quality of work that is completed within established timelines.
14. Represent the Capital Projects 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.
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. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
17. Participate in the City Emergency Management program including classes, training sessions and emergency events.
18. Follow standards as outlined in the Employee Handbook.
19. 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. Perform related duties of a similar scope and nature.

## **Knowledge Required**

- ◆ Expert knowledge of civil engineering principles and practices.
- ◆ Expert knowledge of mathematics and science as related to civil engineering.
- ◆ Advanced knowledge of budget development and administration.
- ◆ Advanced knowledge of construction principles and methods relating to public infrastructure projects.
- ◆ Advanced knowledge of the laws and regulations regarding the management of public engineering projects.
- ◆ Advanced knowledge of public purchasing and contracting laws and regulations.
- ◆ Advanced knowledge of leadership and management principles and practices.
- ◆ Working knowledge of the principles and practices of plan review/site development engineering.
- ◆ Working knowledge of public/business administration principles and practices.

## **Skills/Abilities Required**

- ◆ Properly and accurately interpret engineering codes and standards.
- ◆ Successfully prepare, administer and monitor the budget of a division.
- ◆ Properly and effectively apply engineering theories and principles.
- ◆ Effectively manage multiple projects simultaneously, including managing a diverse staff.
- ◆ Demonstrate leadership behavior to employees.
- ◆ Productively manage and participate on teams in order to produce high quality results.
- ◆ Successfully establish and maintain effective working relationships with employees, contractors, public officials, other agencies and the general public.
- ◆ Communicate effectively both verbally and in writing to various audiences.
- ◆ Develop and deliver effective presentations that may contain technical information.
- ◆ Properly and effectively use software programs and applications as required for position.
- ◆ Regular, punctual attendance at assigned work location.

## **Minimum Qualifications Required for Entry**

Bachelor's degree in civil engineering, or related field, and 10 years progressively responsible 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 (PE) in the State of Oregon; Out of state applicants must have registration as a civil engineer (PE) in another state and must obtain Oregon registration within 6 months of hire. Valid driver's license and the ability to meet the City's driving standards.

**Working Conditions**

Regular focus on a computer screen and use of a keyboard occasional dealing with distraught or difficult individuals; regular attendance at meetings or activities outside of normal working hours; operation of a motor vehicle on public roads.

**Classification History**

As of 10/97: City Engineer  
Revised: 1/98  
New class specification title 1/98: City Engineer  
Revised: 3/05, 01/09, 10/15

Status: M2  
FLSA: Exempt

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Department Head Signature

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Human Resources Signature

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