

City of St. Helens

Job Title: CITY ENGINEER
Department: Public Works
FLSA Status: Exempt
Union: No
Date Created: December 16, 2020

GENERAL PURPOSE

Plans, directs, and administers all activities related to the Engineering Division. Provides professional civil engineering work including design layout and plan review. Responsibilities include planning, organizing, and administering municipal infrastructure in the functional areas of capital project design, construction, and traffic engineering, while providing technical assistance and administration to engineering staff, outside consultants, developers, agencies, commissions, and City Council.

SUPERVISION RECEIVED

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

SUPERVISION EXERCISED

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

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

- Provides leadership through planning, organizing, directing and supervising all activities of the Engineering Division to achieve goals within available resources related to engineering studies and standardizes procedures to improve efficiency and effectiveness of the engineering department.
- Develops workplans and organizes workloads and staff assignments; trains, motivates, and evaluates assigned staff; by completing annual performance reviews.
- Reviews private project development plans for compliance with codes, regulations, and standards, adequacy of applications for permits and compliance with approved plans.
- Oversees and participates in conducting routine and periodic inspections of new construction to ensure compliance with approved plans and specifications. Inspects materials, equipment, and methods used for quality and compliance with specifications.
- Reviews construction plans for accuracy and completeness. Coordinates with other City departments and/or outside agencies to ensure the construction projects meet the requirements of all involved groups.

- Enforces ordinance regulations by investigating complaints of alleged violations in the right-of-way that pertain to construction. Works with citizens and businesses to achieve compliance.
- Performs simple to complex civil engineering design work, calculates construction quantities, and prepares engineering and construction estimates. Coordinates the preparation of, or develops 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.
- Performs, oversees, or assists in project management for the construction of municipal projects. Oversees or assists on assigned projects to ensure contractor compliance with time and budget parameters for the project.
- Performs, oversees, and assists in the preparation of sanitary sewer, water, storm drainage, and street system maps, databases, and comprehensive plans. Reviews and issues the review of, utility, street use, and franchise utility permits.
- Responsible for preparing, reviewing and the maintenance of the City utility master plans. Reviews plans related to structures such as streets, sidewalks, gutters and other offsite construction; check plans for conformance with regulations regarding line, grade, size, elevation and location of structures; check calculations.
- Assists contractors and the general public with information regarding construction and code related matters, management of conflicts, scheduling of specific construction jobs.
- Coordinates the development and prioritization of the annual Capital Improvement Program. Prepares or oversees the preparation of budgets for capital improvement projects. Makes recommendations for capital improvements to the Public Works Director, Budget Committee, and/or City Council.
- Maintains regular contact with consulting engineers, construction project engineers, any City, County, State, and Federal agencies, professional and technical groups, and the general public regarding department activities and services.
- Provides professional engineering advice to supervisors and other officials. Makes presentations to the City Council, boards, commissions, civic groups, and the general public.
- Prepares or assists in the evaluation of the impacts of development proposals, permits, rezones, plats, etc. on traffic and transportation facilities, water, sanitary sewer and storm drainage systems. Prepares traffic, utility, and other studies and reports.
- 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.

REQUIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from a four-year college or university with a Bachelor's degree in Civil Engineering; and
- (B) Minimum of 8 years civil engineering experience (local government setting preferred)

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- (A) 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 Department activities.
- (B) Considerable skill in arriving at cost estimates on complex projects; Skill in operating the listed tools and equipment; 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.
- (C) 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.

SPECIAL REQUIREMENTS

- (A) Must possess a valid State driver's license or ability to obtain prior to employment.
- (B) Must possess a current Professional Civil Engineer license (PE), from the State of Oregon.
- (C) Must be physically capable of moving about on construction work sites, climbing ladders, and safely negotiating sites under adverse field conditions.

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; ladders; phone; mobile radio.

PHYSICAL DEMANDS

The physical demands described here 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 the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate drafting instruments, computers, and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; 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 sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is moderate to loud in the field and quiet in the office.

EMPLOYEE ACKNOWLEDGEMENT

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.

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the **City Engineer** job description. I understand that it is my responsibility to adhere to the guidelines of the expectations and job duties and responsibilities outlined within this job description.

Employee Signature: _____

Date: _____

Print Name: _____

Manager Signature: _____

Date: _____