

JOB DESCRIPTION



ORGANIZATION: City of Lebanon
DEPARTMENT: Engineering Services
JOB TITLE: Assistant City Engineer

LOCATION: Lebanon, OR
DATE: January 2018
JOB STATUS: EXEMPT
FLSA Exempt: Yes

PURPOSE OF POSITION: Provide assistance in the planning, organizing and directing the overall operation of the City's Transportation, Water, Wastewater, Storm Drainage, Environmental and Development Divisions. The Assistant City Engineer may serve as the City Engineer in his/her absence and perform special projects as assigned in support of the overall Department.

ESSENTIAL JOB FUNCTIONS/DUTIES & RESPONSIBILITIES: *The duties listed are intended only as illustrative examples of the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. These examples are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities the incumbent may be expected to perform.*

1. Manage a wide range of engineering services related to capital improvement projects, facility planning, and environmental services including determining project criteria, schedules, cost estimates, format, permits, and contract specifications; coordinates other departments involved.
2. Serve as subject matter expert regarding environmental policies and programs, provide technical assistance, ensure compliance with environmental regulations, and provide oversight of environmental functions and services.
3. Supervise support staff including prioritizing and developing work plans, evaluating staff performance, monitoring progress on reports and projects, interpreting policies and procedures, establishing standards, making hiring and termination recommendations, making pay rate change recommendations and providing training and development for staff.
4. Prepare and administer City contract services and service providers in conjunction with City engineering services.
5. Assist in the preparation and administration of Engineering budget; maintain and monitor appropriate budgeting and expenditure controls.
6. Identify and develop short and long-term goals in conjunction with master plans for major infrastructure systems.
7. Respond to outside public and private agencies, citizen and staff needs and inquires relating to the Engineering Services. Provide professional engineering support to City Council, Planning Commission, other City committees and staff as required.
8. Attend and participate at City Council and Planning Commission meetings as required.
9. Review and stamp engineering drawings and reports as required.
10. Maintain professional proficiency by attending conferences and meetings, reviewing reports, reading professional journals, and networking with others in the engineering field.

11. Maintain work areas in a clean and orderly manner.
12. Ensure compliance with and follow all safety rules and procedures established by the City Safety Manual.
13. Maintain regular job attendance and adherence to working hours.
14. Possess and maintain a valid Oregon Driver's License with an acceptable driving record.

MANDATORY/MINIMUM QUALIFICATIONS:**Education & Experience:**

1. Bachelor's degree in an engineering discipline or related field.
2. Four (4) years of experience in a public works environment, in addition to at least one (1) year of supervisory responsibilities, or any satisfactory combination of experience and training which demonstrates the skill set to perform the Essential Job Functions/Duties & Responsibilities.

Licenses & Certificates:

1. Registration as a Professional Engineer (Civil) in the State of Oregon, or ability to acquire within six months of appointment.
2. Ability to receive security clearance from the Criminal Justice Information Services within the first 45 days of employment.
3. Possess or the ability to obtain a valid Oregon drivers license within the first 30 days of employment.

DESIRABLE QUALIFICATIONS:

1. Previous experience supervising engineers.

KNOWLEDGE, SKILLS, AND ABILITIES: The qualities below represent the operating dynamic of the position.

Knowledge of:

1. Principles, practices and techniques of civil engineering, engineering design procedures, project management, contract management and record keeping systems.
2. Principles and practices of environmental compliance regulations.
3. Public works functions, policies and procedures, and municipal government operations.
4. Materials, methods, and techniques used in construction, maintenance, operation and budgeting of public works facilities.
5. Accounting principles and practices and government budgeting practices, especially municipal budgeting procedures, policies and fiscal accounting
6. Principles, practices and policies of management and supervision of personnel.
7. Principals, practices and techniques of municipal water/wastewater treatment operations and maintenance.

Skill in:

1. Personnel supervision.
2. Planning, coordinating, and assist in the operations of the Engineering and Utility Services Departments.
3. Interpreting, understanding, and applying technical reports, statutes, rules, and regulations.
4. Evaluating work priorities, procedures, and processes to determine their effectiveness and efficiency.

5. Developing and implementing recommendations regarding work method procedures.
6. Interpreting fiscal and accounting procedures, insuring conformity to appropriate standards.
8. Providing outstanding customer satisfaction (internally and externally).
9. Use of Microsoft Office.

Ability to:

1. Communicate orally and in writing in a clear and concise manner.
2. Represent the City professionally and effectively in meetings with others.
3. Establish and maintain positive working relationships.
4. Negotiate effective solutions to complex problems.
5. Handle critical emergency situations in a professional, effective and efficient manner.

PHYSICAL DEMANDS OF POSITION:

1. While performing the duties of this position, the employee is frequently required to sit, communicate, reach, and manipulate objects, tools or controls.
2. The position requires mobility. Duties involve moving materials weighing up to 10 pounds and infrequently weighing up to 25 pounds.
3. Character and flow of work involve coordination of manual dexterity less than 50% of the work period.

WORKING CONDITIONS: Usual office working conditions. The noise level in the work environment is typical of most office environments. Infrequent exposure to outdoor construction activities occurs less than 5% of the work time. Evening meetings and some travel are required.

SUPERVISORY RESPONSIBILITIES: May be responsible for up to 5 FTE.

SUPERVISION RECEIVED: Works under the direction of the Engineering Services Director.



Approved by City Manager

January 2018