

JOB DESCRIPTION

ORGANIZATION: City of Lebanon	LOCATION: Lebanon, OR
DEPARTMENT: Engineering	DATE: March 2022
JOB TITLE: Engineering Associate	JOB STATUS: Non-Exempt
SALARY GRADE: AFSCME 7	FLSA Exempt: No

PURPOSE OF POSITION: Perform professional engineering tasks related to design and drafting, inspection, and surveying for infrastructure improvements. Conduct investigations and prepare reports. Oversee and coordinate activities of contractors working on public improvement projects including coordination with the public.

ESSENTIAL JOB FUNCTIONS/DUTIES & RESPONSIBILITIES: *The duties listed below include, but are not limited to, the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. All employees are expected to maintain job proficiency by completing relevant position specific training and pursuing available and approved professional development opportunities; maintain work area in a clean and orderly manner; maintain regular job attendance and adherence to working hours; follow all City policies; follow all established safety rules and procedures.*

1. Coordinate and participate in the development of plans and specifications for public improvement projects; conduct meetings; calculate capacities, locations and configurations of movements; develop and interpret plans and specifications, prepare cost estimates, etc.
2. Create and plot drawings and maps for infrastructure and related improvements. Coordinate contractor activities during construction on assigned projects.
3. Conduct investigations, inspect and test new utilities and public improvements, compile data and prepare written and oral reports on activities/projects. Monitor expenditures on contracts and prepare pay estimates as project progresses.
4. Research, organize and perform field surveys. Write and interpret legal descriptions for easements and rights-of-way.
5. Respond to public and contractor inquiries and complaints.
6. Provide assistance to other department personnel as workload and staffing levels dictate.
7. Operate a vehicle safely and efficiently.

MANDATORY QUALIFICATIONS:

Education & Experience:

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1. Equivalent to a four-year university education in engineering and over one year related experience or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the above duties.

Licenses & Certificates:

1. Possess and maintain a valid Oregon Driver License with an acceptable driving record.

DESIRABLE QUALIFICATIONS:

1. Fundamentals of Engineering certificate and/or Fundamentals of Land Surveying certificate is/are desirable.

KNOWLEDGE, SKILLS, AND ABILITIES:

The qualities below reflect the working dynamic of the position.

Knowledge of:

1. Broad knowledge of civil engineering and land surveying principles and practices as applied to the development and construction of public works projects.
2. Methods and materials used in the construction of public facilities.
3. Basic surveying, drafting, and materials testing techniques.
4. Computer aided drafting (CAD), word processing, and spreadsheet software.
5. Municipal infrastructure design and construction methods.
6. Reporting and disclosure requirements of government entities.

Skill in:

1. Applying civil engineering principles to the solution of engineering problems.
2. Interpreting and preparing drawings, maps, graphs, and specifications and compilation of numerical data.
3. Maintaining accurate records and preparing clear and concise reports.
4. Preparing engineering studies and evaluations.
5. Inspecting City or private development projects.
6. Evaluating operational activities and making recommendations for improvements.
7. Interpreting fiscal and accounting procedures, insuring conformity to appropriate standards.
8. Providing outstanding customer satisfaction (internally and externally).
9. Proficient use of Microsoft Office and applicable specialized engineering software.

Ability to:

1. Quickly learn the policies and procedures pertaining to work.
2. Communicate orally and in writing in a clear and concise manner.
3. Represent the City positively and effectively in meetings with others.
4. Establish and maintain effective working relationship with those contacted in the course of work.

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5. Negotiate effective solutions to complex problems.
6. Perform effectively under conditions of fluctuating workload.


PHYSICAL DEMANDS OF POSITION: *The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

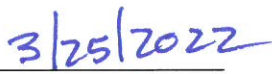
1. While performing the duties of this position, the employee is frequently required to sit, stand, communicate, reach and manipulate objects, tools, or controls. The position requires mobility.
2. Duties involve moving materials weighing up to 15 pounds on a regular basis and may infrequently require moving materials weighing up to 60 pounds.
3. Manual dexterity and coordination are required over 50% of the work period while surveying, or operating equipment such as computer keyboard, calculator, and standard office equipment.

WORKING CONDITIONS: Up to 30% of the work period may be spent outdoors, with exposure to weather conditions, construction sites, and confined spaces. The majority of the work period occurs under usual office working conditions where the noise level is typical of most office environments with telephones, personal interruptions, and background noises.

SUPERVISORY RESPONSIBILITIES: Supervision is not a typical function assigned to this position. May provide training and orientation to newly assigned personnel on department policies and practices.

SUPERVISION RECEIVED: Depending on area of assignment, works under the lead of a Project Engineer or Senior Engineer. Employee plans and arranges significant parts of his/her work, referring only unusual cases to supervisors.


Approved by City Manager


March 2022