

JOB DESCRIPTION



ORGANIZATION: City of Lebanon
DEPARTMENT: Engineering Services
JOB TITLE: Engineering Services Director/
City Engineer

LOCATION: Lebanon, OR
DATE: April 2013
JOB STATUS: EXEMPT
FLSA Exempt: Yes

PURPOSE OF POSITION: Manage and supervise the activities of the city Engineering Department, including city facilities and land development, and server as the City Engineer. Coordinate department operations with other city departments and outside agencies. Responsible for departmental budget. Oversee the development and evaluations of employees. Make hiring and termination recommendations when needed. Provide leadership to the Engineering Staff. Serve as a city liaison to the community at large and serve on the City's management team.

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. Maintains regular job attendance and adherence to working hours.
2. Possess and maintain a valid Oregon Drivers License with an acceptable driving record.
3. Supervise the Engineering Department operational activities and personnel, both directly and through department supervisors. Assign and review work; schedule long and short-term projects, evaluating job performances, make recommendations on hiring, terminating and the administration of discipline, assist and resolve personnel issues at the lowest level possible.
4. Manage City contract services and service providers in conjunction with City engineering services as well as serve as the City Engineer.
5. Prepare and administrate Engineering budget, including all capital project, water and wastewater facilities expenditures; 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. Provide professional engineering support to City Council, Planning Commission, other City committees and staff as required.
8. Ensure the public investment in its infrastructure through appropriate maintenance and replacement programs in conjunction with the city's Maintenance Department.
9. Attend and participate at City Council and Planning Commission meetings as required.

10. Review and stamp engineering drawings and reports as required.
11. Maintain professional proficiency by attending conferences and meetings, reviewing reports, reading professional journals, and networking with others in the engineering field.
12. Maintain work areas in a clean and orderly manner.
13. Ensure compliance with and follow all safety rules and procedures established by the City Safety Manual.

MANDATORY QUALIFICATIONS:

Education & Experience:

1. Bachelor's degree in an engineering discipline or related field.
2. Minimum of seven (7) years of experience in public works engineering which includes supervisory responsibilities or any satisfactory combination of experience and training which demonstrates the skill set to perform the Essential Job Functions/Duties & Responsibilities.
3. Three (3) years of experience managing/staff in an engineering environment.
4. Three (3) years of budgetary experience, which includes forecasting, preparation, and monitoring of an annual budget?

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. Masters degree in Civil Engineering or a related field.

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. Public works administration, functions, policies and procedures, public administration and municipal government operations.
3. Materials, methods, and techniques used in construction, maintenance, operation and budgeting of public works facilities.
4. Accounting principles and practices and government budgeting practices, especially municipal budgeting procedures, policies and fiscal accounting
5. Principles, practices and policies of management and supervision of personnel.
6. Principals, practices and techniques of municipal water/wastewater treatment operations and maintenance.

Skill in:

1. Personnel supervision.
2. Planning, coordinating, and directing 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.
7. Providing outstanding customer satisfaction (internally and externally).
8. 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.

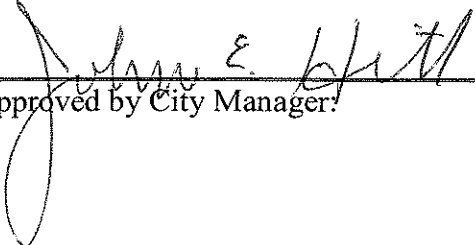
PHYSICAL DEMANDS OF POSITION:

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: Responsible for 9 FTE, seldom more than 10 FTE in three (3) divisions of the Engineering department.

SUPERVISION RECEIVED: Works under the direction of the City Manager.


Approved by City Manager: _____ April 2013