



## JOB DESCRIPTION

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<b>ORGANIZATION:</b> City of Lebanon	<b>LOCATION:</b> Lebanon, OR
<b>DEPARTMENT:</b> Engineering Services	<b>DATE:</b> February 2020
<b>DIVISION:</b> Engineering	
<b>SECTION:</b> Development/Environmental Services	<b>JOB STATUS:</b> Non-exempt
<b>JOB TITLE:</b> Project Manager – Development Engineering/Environmental	<b>FLSA Exempt:</b> No

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**PURPOSE OF POSITION:** Organizes, schedules, and coordinates the daily operations of the Development/Environmental Services Section of the Engineering Division. Coordinates work activities with the Development Services Section of the Community Development Department. Also provides project management and coordination for infrastructure improvements, including design review, quality control, environmental compliance and construction inspection.

**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.*

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1. Maintains regular job attendance and adherence to working hours.
2. Operates a motor vehicle safely and legally.
3. Provide over-all project management and coordination for in-house and/or contracted, and private infrastructure developments which will become City-owned. Conduct final inspections, recommend acceptance or direct developer/engineer/contract or to comply with standards.
4. Ensure responsible development within the City through reviewing general development proposals, and applying development standards, policies, and procedures for public infrastructure and site improvements associated with land development, developing engineering recommendations for land use staff reports, and provide recommendation for policy and code revisions.
5. Supervise issuance of all permits within the Engineering Division.
6. Prepare environmental reports and track environmental programs under the supervision of the City Engineer.

7. Coordinate engineering review with other public agencies. Respond to outside public and private agencies, citizens and staff needs inquiries relating to land development. Provide engineering support City Council, Planning Commission, other City committees and staff as required.
8. Recommend and enforce construction standards for streets, water distribution systems, and sanitary and storm sewer collection systems, closely adhering to general Civil/Construction Engineering principles.
9. Participate in various meetings to inform public, developers, contractors and other affected agencies of City requirements and to obtain information regarding development's effect on City.
10. Represent the City at various meetings with contractors, other jurisdictions and regulatory agencies.
11. Provide technical assistance to other department personnel in the resolution of problems pertaining to City's infrastructure systems.
12. Influence and direct commercial, industrial and residential developers, contractors and the general public to enforce quality construction activities within the City's public right-of-way to ensure general Public Works requirements and procedures are met.
13. Follow all safety rules and procedures for work areas.
14. Maintain proficiency by attending conferences and meetings, reviewing reports, reading professional journals, and meeting with others in area served.
15. Maintain work areas in a clean and orderly manner.

**MANDATORY QUALIFICATIONS:**

**Education & Experience:**

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

**Licenses & Certificates:**

1. Possession of Engineer-In-Training or Land-Surveyor-In-Training Certificate.

**DESIRABLE QUALIFICATIONS:** None

**KNOWLEDGE, SKILLS AND ABILITIES:** The qualities below reflect the working dynamic of the position.

**Knowledge of:**

1. Broad knowledge of construction management in public works and general engineering practices and procedures, general environmental policies, public works design, computer drafting, contract administration, coordinate geometry, computer aided drafting, word processing, spreadsheet and database software.
2. City government, Public Works policies and procedures.
3. Personnel policies.

4. Government budget policies and procedures.
5. Principles and practices of management and supervision.
6. Principles of budget preparation and fiscal accounting.
7. Principles of Public Works administration.
8. Reporting and disclosure requirements of government entities.

**Skill in:**

1. Supervising personnel, including training, assigning, and reviewing work, administering discipline, and conducting performance evaluations.
2. Planning, coordinating, and directing the operations of the Public Works Department to achieve established goals and maximize efficiency.
3. Implementing work methods and procedures which promote a safe working environment and ensuring proper staff training in work safety.
4. Interpreting, understanding, and applying technical reports, statutes, rules, and regulations.
5. Evaluating work priorities, procedures, and processes to determine their effectiveness and efficiency.
6. Developing and implementing recommendations regarding work procedures and cost effective services.
7. Interpreting fiscal and accounting procedures, insuring conformity to appropriate standards.
8. Providing outstanding customer satisfaction (internally and externally).
9. Use of Microsoft Office and applicable specialized engineering software.

**Ability to:**

1. Communicate orally and in writing in a clear and concise manner.
2. Represent the City positively and effectively in meetings.
3. Establish and maintain effective working relationships with those contacted in the course of work.
4. Negotiate effective solutions to complex problems.

**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. The position requires mobility.
2. Duties involve moving materials weighing up to 15 pounds and infrequently weighing up to 40 pounds.
3. Character and flow of work involve coordination of manual dexterity less than 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

**WORKING CONDITIONS:** Approximately 30% of the work period is outdoors with exposure to various construction sites, primarily during summer months. The remaining work period is 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. Provides lead direction to over 2 FTE's, seldom over 4 FTE.

**SUPERVISION RECEIVED:** Works independently, but under the general direction of the Engineering Services Director

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Approved by City Manager February 2020