JOB DESCRIPTION

ORGANIZATION: City of Lebanon
DEPARTMENT: Utility & Engineering Services
DIVISION: Engineering
SECTION: Capital Improvement Projects
JOB TITLE: Senior Engineer

LOCATION: Lebanon, OR
DATE: October 2010
JOB STATUS: Exempt
FMLA Exempt: Yes

PURPOSE OF POSITION: Organizes, schedule, assigns, and supervises the daily operations of the City's Capital Improvements Section of the Engineering Services Division. Supervises a staff of several levels of professional engineers, associates, and technicians; and coordinates work activities with other outside agencies and citizens.

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. Operates a motor vehicle safely and legally.
3. Supervise the Capital Improvement Section and assigned personnel, schedule long and short-term projects, evaluate performance, recommend necessary personnel actions and resolve employee complaints.
4. Review/approve engineering aspects of City projects and specifications. Stamp drawings, specifications and reports with Oregon Professional Engineering License as necessary. Review projects for compliance with City master plans and policies. Prepare and/or approve engineering estimates for capital improvements. Determine and write contract specifications. Manage and/or participate in special engineering projects and reports as assigned.
5. Supervise/Perform construction management activities for City owned, financed or funded projects. Interpret contract plans and specifications, review/initiate design changes, approve change orders, perform project inspections and approve contractor payments. Prepare, evaluate and select consultant and contractor proposals for projects. Administer contracts for project compliance and expenditures.
6. Respond to citizen and staff needs and inquiries relating to the City's Capital Improvement Program. Provide engineering support to City Council, Planning Commission, other City committees and staff as required.
7. Develop initial budget request for the Capital Improvement Section. Review and monitor expenditures to ensure compliance with approved budget.

8. Follow all safety rules and procedures established for work areas.

9. Maintain proficiency by attending conferences and meetings, reviewing reports, reading professional journals, and meeting with others in the engineering field. Maintain work areas in a clean and orderly manner.

**MANDATORY QUALIFICATIONS:**

**Education & Experience:**
1. Bachelor’s degree from an accredited college or university in Civil Engineering or related field, with four or more years experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.
2. Previous supervisory experience.
3. Professional License in additional related disciplines in the State of Oregon.

**Licenses & Certificates:** Registration as a Professional Engineer as a Civil Engineer in the State of Oregon, or ability to acquire within six months of appointment.

**DESIRABLE QUALIFICATIONS:** None

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

**Knowledge of:**
1. Broad knowledge of principles, practices and techniques of civil engineering, engineering design procedures and management of capital improvement programs.
2. Principles, practices, and techniques of public administration, City government, public policies and procedures, and construction practices.
3. Common personnel policies.
4. Government budget policies and procedures.
5. Principles and practices of management and supervision.
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 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.

PHYSICAL DEMANDS OF POSITION:
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 typical office materials and equipment weighing up to 10 pounds on a regular basis. Manual dexterity and coordination is required less than 50% of the work period.
3. Requires field activities which may infrequently involve moving materials weighing up to 50 pounds.

WORKING CONDITIONS: Usual office working conditions for approximately 75% of the work time. The remaining work time is in outdoor settings related to construction and inspection activities with resulting exposure to weather conditions. The noise level in the office work environment is typical of most office environments.

SUPERVISORY RESPONSIBILITIES: Responsible for 4, seldom over 6 FTE.

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

Approved by City Manager October 2010