PURPOSE OF POSITION: Organizes, schedules, assigns, and supervises the daily operations of the Development Services Section of the Engineering Services Division. Supervises a staff of several levels of professional engineers, associates, and technicians; and coordinates work activities within the Development Services Section with the Community Development Department, outside public and private 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. Ensure responsible development within the City through reviewing general development proposals, developing 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 providing expert advice for policy and code revisions. Supervise issuance of all permits within the Engineering Division.
4. Provide professional review and approve engineered public improvement drawings, site plans, land division plats, legal boundary descriptions, specifications, calculations, and engineering reports for residential, commercial and industrial land development projects. Review projects for compliance with City master plans and policies. Review and approve engineering estimates for public improvements. Develop and write procedural policies for Development Services Section. May be required to manage and/or participate in special engineering projects and reports as assigned. Stamp drawings, specifications and reports with Oregon Professional Engineering stamp as necessary.
6. 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.

7. Supervise the Development Services Section and assigned personnel, including staffing, training/instructing, assigning and reviewing work, scheduling long and short-term projects, evaluating performance, recommending necessary personnel actions, and resolving employee complaints.

8. Develop initial budget requests for the Development Services Section. Review and monitor expenditures for compliance with approved budget. Review and approve check requests and purchase orders within the Development Services Section.

9. Maintain proficiency by attending conferences and meetings, reviewing reports, reading professional journals, and meeting with others in the engineering and land surveying fields.

10. Maintain work areas in a clean and orderly manner.

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

**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.

**Licenses & Certificates:** Registrations as a Professional Engineer (Civil) and a Professional Land Surveyor in the State of Oregon, or ability to acquire within one year of appointment.

**DESIRABLE QUALIFICATIONS:** None

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

**Knowledge of:**
1. City government, engineering policies and procedures.
2. Common personnel policies.
3. Government budget policies and procedures.
4. Principles and practices of management and supervision.
7. 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.

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 typical office materials and equipment 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.
4. 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 construction and inspection activities with resulting exposure to weather conditions. The noise level in the work environment is typical of most office environments.

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

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