

**City of Cottage Grove
Job Description
City Engineer**

Department: Public Works & Development Engineering Division	FLSA: Exempt
Reports to: Public Works & Development Director	Representation: Non-Represented
Pay Range: 30	Date Adopted: November 2021

Essential competencies of this job are described under the headings below. They may be subject to change at any time. The omission of specific statements of duties, does not exclude them from the position, if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee, and may be changed by the employer at any time.

GENERAL POSITION SUMMARY:

Under general direction of the Public Works & Development Director, plans, organizes, coordinates, and directs the engineering programs; coordinates the engineering aspects of public works maintenance and operations activities; provides technical staff assistance to the City Manager, Department Heads, and Supervisors; and performs other job related work as required.

DUTIES AND RESPONSIBILITIES:

Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.

ESSENTIAL FUNCTIONS:

1. Plans, develops, and implements or directs the implementation of goals, objectives, policies and priorities relating to engineering and public works maintenance functions.
2. Directs and reviews all engineering activities including design, surveying, and inspection.
3. Reviews for adherence to engineering principles and standards the construction, maintenance and operations activities of the Public Works & Development department water distribution, sewer collection, street, storm drain systems, parks and trees, and buildings.
4. Supervises and participates in the development and administration of the Engineering Division budget; directs and forecasts additional funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements mid-year adjustments.

5. Supervises and participates in the development and implementation of the capital improvement program.
6. Confers and consults with administrative staff on problems related to the design and construction of public works systems, the interpretation and enforcement of construction specifications, and the design and operation of traffic system.
7. Reviews and evaluates for propriety engineering plans, specifications, engineering reports, cost estimates, contract documents, and proposed ordinances submitted by City staff and consulting engineers.
8. Selects trains, and evaluates personnel; establishes and monitors employee performance objectives; prepares and present employee performance reviews; provides or coordinates staff training; works with employees to correct deficiencies; assist in discipline and termination actions.
9. Serves as technical advisor to the City Manager, City Council, and Department Heads on public works engineering matters; conducts special studies and assignments; develops comprehensive recommendations for management consideration.
10. Selects, oversees, and evaluates adequacy of consulting engineering services; prepares requests for proposal; coordinates contract activities and provides technical advice and interpretation as required.
11. Advises Department Head of need for new equipment and facilities, major repairs, and rebuilding projects.
12. Coordinates public works and engineering activities with other City Departments and with outside agencies.
13. Formulates long-range plans for the community's infrastructure in conjunction with other management personnel.
14. Maintains awareness of state-of-the-art developments in engineering management and systems.
15. Ensures close coordination with other City departments and affected outside groups.
16. Prepares highly complex and technical reports; documents policies and procedures; performs research.
17. Makes presentations before various groups, including City Council, and professional and public meetings, as needed.

IMPORTANT FUNCTIONS:

1. Builds and maintains respectful, positive working relationships with staff, supervisors, outside agencies and the public using principles of good customer service; provides effective conflict resolution, as needed.
2. Models appropriate professional management conduct; maintains appropriate confidentiality of sensitive information; complies with and supports City policies and procedures, labor laws, and collective bargaining contract provisions.
3. Attends assigned meetings and training; interacts with outside agencies and boards; provides leadership for teams, or committees, as needed.

4. Assures staff works in a safe manner; follows safety requirements; and monitors compliance.
5. Participates in recruitment and selection activities.
6. Responds to and resolves the most difficult and sensitive citizen inquiries and complaints.
7. Performs related duties as assigned

ESSENTIAL PHYSICAL REQUIREMENTS:

The physical demands or requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position of Civil Engineer requires both office work and field work throughout the City. In the performance of job duties, the employee must be able to traverse rough ground and job sites in dry and wet conditions to perform surveys, inspections, evaluations, and site reviews. The position requires mobility including the ability to bend, stoop or move materials weighing up to 15 pounds and infrequently weighing up to 50 pounds. This position requires the employee to sit, communicate, reach and manipulate objects, tools, and controls. Must be capable of working in an office environment performing administrative, technical, computer, and various other office tasks

DISTINGUISHING CHARACTERISTICS:

Incumbents of this class complete complex engineering assignments requiring the use of judgment and initiative in developing solutions to problems, interpreting policies and determining work assignments. Incumbents are responsible for planning future system needs and developing, implementing and monitoring major construction and/or developer projects, from inception to completion. Incumbents may oversee, coordinate and review the work of professional and technical personnel. Incumbents are also expected to perform and administer the most complex professional engineering work requiring a substantial level of professional training and experience.

JOB SPECIFICATIONS:

Education & Experience:

Education & Training:

- Bachelor's degree from an accredited college or university in Civil Engineering.
- Must possess a current valid registration to practice Engineering in the State of Oregon.
- Erosion and Sediment Control Certification.
- Must possess a valid unrestricted Class "C" Oregon driver's license and maintain a safe driving record while employed with the City of Cottage Grove.

Experience:

- Five years of increasingly responsible professional municipal engineering experience, including three years of administrative/supervisory responsibility.

Knowledge, Skills and Abilities:

Knowledge of:

- Principles and practices of engineering and administration as applied to the design and construction of public works facilities, public works maintenance services, technical inspection services, and water systems operations.
- Methods, materials, and techniques employed in public works construction and maintenance services.
- Recent developments, current literature, and sources of information in municipal public works administration.
- Principles and techniques of budget development and administration.
- Principles and practices of organization and personnel management.
- Budgeting procedures and techniques.
- Principles and practices of supervision, staff selection, training and personnel management.
- Safe work practices and related regulations.
- Principles of public speaking, conflict resolution and excellent customer service.

Ability to:

- Plan, organize, direct and supervise the work of professional, technical, and office support staff.
- Supervise, train and evaluate personnel.
- Organize, direct, and coordinate the activities of a large division in a manner conducive to full performance and high morale.
- Delegate authority and responsibility and schedule and program work on a long-term basis.
- Coordinate the work of consultants, engineering, and maintenance and operations staff, other department staff and agencies concerning major construction projects and capital improvements programs.
- Establish and maintain cooperative working relationships with elective officials, administration, other employees, and the general public.
- Communicate clearly and concisely orally and in writing.
- Read and comprehend complex laws and regulations and initiate policies and procedures for their implementation.
- Lead, manage, evaluate and train personnel effectively and maintain discipline.
- Organize, implement and supervise departmental goals and City objectives. Make presentations before groups and represent the City in public forums.
- Use computer and needed programs effectively.
- Organize, analyze, manage and implement a variety of programs.
- Prepare, forecast and administer a budget.

- Establish and maintain respectful, effective and cooperative working relationships with those contacted in the course of work.
- Communicate effectively, orally, electronically and in writing.

Supervisory Duties:

The City Engineer serves as the direct supervisor to the Civil Engineer and other Engineering staff.

Supervision Received:

General direction is provided by the Public Works & Development Director. The incumbent is expected to work with minimal direct supervision, exercising independent judgment and initiative in a number of complex responsible and sensitive areas.