

City of Cottage Grove
Job Description
Civil Engineer-Public Works & Development

Department: Public Works & Development Engineering Division	FLSA: Non Exempt
Reports to: City Engineer	Representation: General Unit
Pay Range: 29a (\$5,424-\$6,922 per month)	Date Adopted: May 2017

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:

Perform technical engineering and administrative responsibilities to assist City Engineer with functions related to the planning, design and construction of capital improvements for the City's street, water, wastewater, and building departments. Also performs technical engineering review responsibilities of private developments and general public works administrative duties.

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.

A Civil Engineer will prepare work plans including but not limited to planning, design and construction activities for public works projects. Review and approve plans prepared by other City Engineering staff and consulting engineers for public and private infrastructure improvements. Update the City's standard specifications, prepare engineer's reports, and create resolutions and/or ordinances related to engineering activities. Prepare site specific property assessments of construction costs for Local Improvement Districts. Evaluate and participate in the selection of consultants to perform engineering work for City projects.

ESSENTIAL FUNCTIONS:

1. Plan and implement various activities of the Engineering Division including special projects.
2. Provide professional engineering services, oversight, planning, surveying, design, and construction administration of public improvement projects for the following areas for the Public Works & Development Department: Streets, Water, Wastewater, Storm, Parks, and Building Maintenance.

3. Coordinates the activities and administer contracts of private engineering consultants that perform work for the City.
4. Interface with regulatory and other governmental agencies.
5. Review and make recommendations on engineering plans prepared, also review and approve plats of property within the City prepared for recording.
6. Provide recommendations to the City Engineer for budgetary needs of capital projects and for activities of the Engineering Division.
7. Provide technical engineering expertise to Public Works & Development Department personnel.
8. Prepare and assist other engineering personnel in the preparation of bid documents for public improvement projects, and review contractors' bid proposals for award recommendations.
9. Review and approve plans, specifications, cost estimates, technical data, and development agreements for proposed private developments.
10. Prepare and present technical and progress reports to the City Engineer for activities, projects, and facilities of the Public Works & Development Department.
11. Administer Local Improvement District projects and Zones of Benefit including preparation of assessments, ordinances, and reports.
12. Review and approve proposals from private utilities for work to be performed in the public right-of-way.
13. Must be able to read and interpret construction plans and drawings.

IMPORTANT FUNCTIONS:

1. Maintain City records documenting public improvements and land divisions within the City and make the information available for general public use.
2. Interface with the public, general contractors, and utility companies regarding public facilities, improvement projects, and City policies.

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:

Prepare clear and concise reports, plan projects, create specifications and cost estimates on construction and maintenance projects. Communicate effectively both verbally and in writing. Establish and maintain effective interpersonal relationships with various people and groups.

JOB SPECIFICATIONS:

Education & Experience:

Bachelor's Degree in Civil Engineering required. Must possess a current valid registration to practice engineering in the State of Oregon or be actively pursuing an Oregon Professional Engineer Certificate. Must possess a valid unrestricted Class "C" Oregon driver's license

At least three years of combined experience in the engineering design, construction, and administration of Public Works projects or any satisfactory combination of experience and training that demonstrates the knowledge, skills, and ability to perform the above described duties

Knowledge, Skills and Abilities:

Knowledge of:

Design, construction and maintenance practices and standards for Public Works facilities based on current trends and developments; engineering economics as well as construction and maintenance equipment, and materials; pertinent State and Local codes, statutes, regulations, and laws affecting Public Works activities; budget/management principles and practices; materials, methods and techniques used in the design construction, maintenance, and operations of streets, water, wastewater, and storm water facilities; the practices of civil engineering, land surveying, property records, and land acquisition.

Skills in:

Computer operation with engineering applications including but not limited to spreadsheet, word, and Computer Aided Drafting programs; evaluating technical or cost information to make administrative and or design decisions; Interpret technical and administrative policy; negotiating critical and controversial issues with other engineers, contractors, developers, and other governmental agencies; creativity, foresight, and mature judgment in planning, organizing, and guiding extensive engineering programs and activities.

Ability to:

Effectively work with others; evaluate work of other Engineering personnel; prepare clear and concise reports; plan projects, specifications and cost estimates on constructions and maintenance projects; communicate effectively both verbally and in writing; plan, organize, and direct work of others; establish and maintain effective interpersonal relationships with all people and groups.

Supervisory Duties:

Assist the City Engineer in providing oversight of the work performed by other employees in the Engineering Division and contractors.

Supervision Received:

Work is performed under the direct supervision of the City Engineer.