

City of Cottage Grove
Job Description
Engineering Assistant/Project Coordinator

Department: Public Works & Development	FLSA: Non-Exempt
Reports to: Public Works & Development Director	Representation: General Unit
Pay Range: 18	Date Adopted: June 1, 2022

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:

Serves as the primary contact to the city engineers of record; facilitates communication for projects from start to finish; including the planning, development, coordination/processing of engineering permit applications for citizens and the construction/development community, and implementation of public works capital improvement activities in the following divisions: water, sewer, transportation, storm water, and parks.

ESSENTIAL FUNCTIONS:

1. Assists in the coordination of various projects from development through completion, activities include budget development, contract administration, requests for proposal preparation, consultant interviews, plan review, construction inspection, and project closeout.
2. Coordinates the activities of engineering consultants who perform work for the City.
3. Coordinates the department's review and inspection process to ensure a timely, predictable and accurate plan review and inspection process for development projects.
4. Delivers progress reports to the Public Works & Development Director orally and in writing.
5. Reviews proposals of private utilities who request permits to performs work in the public right-of-way.
6. Compiles amendments or proposed revisions to the department's regulations, design standards, and operating procedures.
7. Maintains and updates the department's utility mapping and as-constructed drawings and plans.
8. Attends meetings with other departments, agencies, and citizen groups.
9. Adheres to appropriate safety rules, regulation, and practices, and maintains work areas in a clean, safe and orderly manner.
10. Maintains safeguards around confidential and/or sensitive files and documents.

11. Maintains cooperative working relationship with staff, developers, contractors, other organizations, and the public.
12. Assists (when directed) in research of new programs, projects, or plans.
13. Processes and compiles required BOLI reporting/filing.
14. Provides assistance to other department personnel as workload and staffing levels dictate.
15. Possess a self-directed commitment to maintain current knowledge of construction standards, methods, technologies, and codes.
16. Track project costs, review invoices and submit to Finance Department for payment.
17. Performs other duties as assigned.

JOB QUALIFICATION REQUIREMENTS

Education/Experience: Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the duties as described. A typical way to obtain the knowledge, skills, and abilities would be: An Associate degree in Project Management, Construction Inspection, Engineering, Drafting, or other related field, AND 4 years' experience in construction management, structural or civil engineering, construction inspection, utility construction, and/or plan review.

Experience with Springbrook Software (project management) and Accela Software (building permit) preferred.

Special Requirements/Licenses: A valid Oregon Driver's License.

Knowledge, Skills and Abilities:

Knowledge of: BOLI requirements; engineering concepts; transportation, water, sewer, and storm water utility construction and inspection practices; construction plans, schematics, and survey drawings; Federal, State, and local safety and construction rules and regulations; budgeting.

Skills: Excellent customer service, verbal and written communication, and public relations skills; computer skills, preferably in Microsoft Office Suite® products including spreadsheets, database, and word processing; GIS, AutoCAD, and Blue Beam proficiency; organizational, planning, and time management skills; problem-solving skills; effective leadership skills; and analytical skills.

Ability to: Communicate effectively and respectfully at all levels; proactively anticipate and mitigate problem areas before they become issues; apply good problem-solving skills; cope effectively with conflict; ability to mediate adversarial situations; prioritize and meet multiple demands by the construction industry, the general public and other City staff; read and interpret maps, sketches, and schematics; interpret, disseminate, and communicate complex technical information, state and local regulations, City review process, and City policies; represent the City professionally; adapt to change; make objective decisions; apply professional judgment and discretion in all situations; and maintain highest standards of

confidentiality and appropriateness; physical ability to perform the essential job functions; and utilize protective clothing and gear.

PHYSICAL DEMANDS OF POSITION

The physical demands listed below represent those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility including the ability to move materials weighing up to 25 pounds on a regular basis such as equipment, tools, and materials. Manual dexterity and coordination are required while operating equipment such as vehicles/trucks, computer keyboard and mouse, telephones and other standard office equipment.

Supervision Received

Works under the direction of the Public Works & Development Director.

Supervision Exercised

Occasionally provides direction to seasonal interns.