

<b>ORGANIZATION:</b>	City of Sherwood	<b>DATE:</b> 2008
<b>LOCATION:</b>	Sherwood, Oregon	
<b>DIVISION:</b>	Community Development / Engineering Department	
<b>FLSA STATUS:</b>	Exempt	
<b>JOB TITLE:</b>	City Engineer – Pay Group H	

**PURPOSE OF POSITION:**

Plan, direct and oversee the operations of the Engineering Department, including the provision of professional field and office engineering work with accountability for results in terms of costs, personnel and methods. Supervise department personnel, through subordinate supervisors, in the performance of their duties.

**ESSENTIAL JOB FUNCTIONS:**

Establish departmental objectives based on Division and Council goals. Ensure responsible development within the City through the development and recommendation of infrastructure development standards and specifications and reviewing general development proposals. Plan and develop programs, policies and procedures related to areas of responsibility based on analysis of City needs, workload, staffing levels, and related economic, legislative and judicial influences to provide appropriate and effective engineering services to the community.

Accepts full responsibility for all Engineering Department activities and services including project design and management, capital improvement projects, master plans and coordination with other City officials, outside agencies, organizations, and the public.

Develop justification and present department budget request. Manage and monitor approved department budget. Prepare and/or review requests for proposals, grant requests, etc. Review and approve expenditures. Review progress and make necessary modifications as appropriate.

Assign, supervise and evaluate work of subordinates. Hear grievances and administer disciplinary action. Interview and effectively recommend hiring and termination actions. Ensure provision of adequate training within department.

Perform professional engineering duties by preparing or reviewing technical papers, reports, plans and specifications, directing construction and planning activities, etc. Interpret technical materials for their impact on the City, e.g. mapping, regulatory agency requirements, etc.

Direct the development of the Capitol Improvement Plan. Maintain budgetary control through the review of financial reports, setting expenditure authorizations and approving variances within expenditure line items. Provide reporting on Project Status time, scope and cost.

Respond to citizen and staff needs and inquiries relating to the City's transportation and utility systems. Provide engineering support to City Council, Planning Commission, other City committees and staff as required.

Ensure adequate advance planning for City infrastructure to meet anticipated growth and development needs. Oversee and participate in the identification and development of short-term needs and long-range master plans for major infrastructure systems.

Ensure City's maps and records are accurate, organized and maintained for use by staff and the public.

Attend City Council and various other meetings, providing input and receiving direction or other information. Represent the City on assigned boards and committees. Prepare reports, resolutions, and ordinances for Council information or action. Work with other City departments on mutual issues.

Maintain cooperative working relationships with City staff, other organizations and the general public.

Follow all safety rules and procedures for work areas.

**AUXILIARY JOB FUNCTIONS:**

Review and approve City construction projects as directed. Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

**JOB QUALIFICATION REQUIREMENTS:**

**MANDATORY REQUIREMENTS:** Substantial knowledge of modern principles, practices and techniques of public works administration, engineering, infrastructure maintenance, planning, organization, and operation; methods and techniques of supervision, training and motivation; principles and practices of engineering, infrastructure construction, inspection, storm drainage, sanitary sewage, water distribution and transportation, system maintenance, capital projects and public utilities; applicable federal, state and local laws, codes and regulations including City, county, and state construction codes; principles and practices. Budget preparation and administration, modern office practices, methods and equipment, including a computer and applicable software; occupational hazards and standard safety practices.

Equivalent to a four year university education in civil engineering and seven years engineering experience which includes supervisory responsibilities or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

**SPECIAL REQUIREMENTS/LICENSES:** Registration as a Professional Engineer in Civil Engineering in the State of Oregon, or ability to acquire within six months of appointment.

**DESIRABLE REQUIREMENTS:** Previous infrastructure design experience to include street construction, traffic flow analysis, water, storm and sanitary in a local government agency.

**PHYSICAL DEMANDS OF POSITION:**

While performing the duties of this position, the employee is frequently required to stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 5 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 10 pounds. Manual dexterity and coordination are required less than 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

**WORKING CONDITIONS:**

Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises. Occasional job site visits during construction activities.

**SUPERVISORY RESPONSIBILITIES:** Responsible for over 2 and seldom over 10 FTE.

**SUPERVISION RECEIVED:** Works under the direction of the Community Development Director.