

<b>ORGANIZATION:</b>	City of Sherwood	<b>DATE:</b> 2011
<b>LOCATION:</b>	Sherwood, Oregon	
<b>DIVISION:</b>	Community Development / Engineering Department	
<b>FLSA STATUS:</b>	Exempt	
<b>JOB TITLE:</b>	Civil Engineer – Pay Group E	

**PURPOSE OF POSITION:**

Under general supervision of the City Engineer, the Civil Engineer will have significant responsibility for assigned administrative duties, technical areas and capital projects. In addition, the Civil Engineer has responsibility to handle day-to-day assignments and supervision of Engineering Division staff.

**ESSENTIAL JOB FUNCTIONS:**

Assist City Engineer and other staff as a technical engineering resource. Provide final engineering review and approval, as delegated by the City Engineer, for plans and specifications for public and private development within the City.

Assist City project managers, engineering technicians, and contracted consultants in making difficult field construction or design modification calls that require significant engineering judgment.

Conduct in depth technical review of city utility master plans.

Periodically review, revise, and create City engineering standard drawings, details, and specifications. Assist other City departments in developing technical drawings and specifications as assigned.

Respond to queries from the public and other agencies concerning the availability and construction of City facilities, and the requisite permits needed.

Assist with the supervision and management of the Engineering Division. Coordinate work assignments and schedules for completion as required. Supervise technical staff and handle routine issues, including corrective action.

Write employee performance appraisals and conduct meetings with employees to discuss content, goals, and training.

Participate in interviews for new employees; recommend employee selection.

Assist with the planning and management of public works and other City/private construction and capital improvement projects.

In collaboration with the City Engineer and other staff, outline plans for assigned projects.

Propose capital improvement projects to be constructed and funded by the City; provide cost estimates and assists with budgeting. Prepare technical/progress reports, technical memos, and recommendations/staff reports. Monitor activities, time line, and costs of projects.

Meet with architects, engineers, and business representatives to answer questions, provide technical information, and resolve problems. Attend staff, boards, commissions, council and/or business meetings as representative of the Engineering Department. Present reports/recommendations to staff, boards, commissions, council, and/or business representatives.

Review plans and specifications for public/private development within the City.

Independently resolve most technical and personnel problems, once encountered.

Conduct business in a courteous and respectful manner. Be responsive and service-oriented to customers/citizens. View other departments as in-house customers. Use City resources in a cost-effective manner.

Maintain cooperative working relationships with City staff, other organizations and the general public. Treat other employees with respect. Keep others informed of work issues and programs by maintaining effective communication. Work to resolve issues of conflicting personalities and needs.

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.

Follow all safety rules and procedures for work areas.

### **AUXILIARY JOB FUNCTIONS:**

Assist the City Engineer and other City departments with special projects as assigned. 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:** General knowledge of modern principles, practices and techniques of civil engineering, infrastructure construction and maintenance, planning, organization, and operation; methods and techniques of supervision, training and motivation; inspection, capital projects and public utilities. Knowledge of applicable federal, state and local laws, codes and regulations. Ability to learn City procedures, regulations, codes and requirements with respect to construction, procurement, safety, operations, and organization. Demonstrated skills using oral and written communication in the performance of duties and responsibilities, including public/board presentations. Registration as a Professional Engineer in Civil Engineering in the State of Oregon Budget development and administration; modern office practices, methods and equipment, including a computer and applicable software; occupational hazards and standard safety practices. Ability to develop a positive working environment, motivate employees, and effectively utilize all staff and resources of the Engineering Department. A valid Oregon driver's license.

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

**DESIRABLE REQUIREMENTS:** Prior experience working in a municipal environment in a supervisory role.

### **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 may be required, with exposure to all weather conditions, at work sites with exposure to noise levels which may require hearing protection, chemicals, dirt, dust, fumes, confined spaces, etc. Occasional night meetings may be required.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

**SUPERVISORY RESPONSIBILITIES:**

Responsible for over 2 and seldom over 10 FTE.

**SUPERVISION RECEIVED:**

Works under the general direction of the City Engineer.