

ORGANIZATION:	City of Sherwood	DATE: 2011
LOCATION:	Sherwood, Oregon	
DIVISION:	Community Development	
DEPARTMENT:	Engineering	
FLSA STATUS:	Exempt	
JOB TITLE:	Engineering Associate II – Pay Group D	

PURPOSE OF POSITION:

Under the general supervision of the Civil Engineer, the Engineering Associate II assists coordinating public improvement projects within the city and supports private development reviewing technical documents. The duties vary, but generally involve, project management, project design, drafting, project management, inspection, surveying, record-keeping and personnel management.

ESSENTIAL JOB FUNCTIONS:

Project Management including manage work programs including tasks, timelines, resource needs, budgets and public involvement strategies for assigned projects. Manage and oversee consultants to insure they successfully develop plans, designs and contract documents for the city's infrastructure needs. Prepare, assemble and review contract documents and bid packages for city infrastructure projects. Act as owner's representative on construction projects as assigned.

Designs and prepares plans, cost estimates and specifications for street, traffic, storm, water and sanitary sewer project. Coordinates with and presents the project details to public and private agencies and maintains notes and details for as-built construction drawings

Attend pre-application meetings and provide infrastructure information to the design team.

Private development project review - Review proposed developments for conformance and impact to existing master plans, City Code requirements and Public Infrastructure Standards. Develop and assign conditions of approval for the proposed development. Review engineered plans and specifications for conformance to existing master plans, City Code requirements and Public Infrastructure Standards.

Inspects public improvement projects as required to ensure compliance with plans and specifications; works with contractors as a project partner to resolve problems, and maintains inspection and pay notes as required.

Monitor, analyze and review public works infrastructure, master plans and standards - Periodically determine the adequacy of existing systems or programs. Use computer-modeling software to monitor existing systems and forecast future needs. Develop solutions to correct any deficiencies. Prepare materials to budget, schedule and implement projects to correct deficiencies.

Performs calculations and operates a variety of computerized equipment in order to prepare and plot project designs. Utilizes standard office software and specialized engineering software on a daily basis.

Participates in special engineering projects organizing material and information, researching data, preparing maps, graphics and reports of findings.

Serves as a member of various employee and citizen committees as assigned. Represent City at various outside agency hearings and meetings. Attend Council and Advisory Committee meetings to present Engineering matters for discussion and consideration.

Manages engineering employees on a day to day basis including work assignments, scheduling, mentoring and employee evaluations.

Treat other employees with respect. Support and maintain a positive work environment. Keep others informed of work issues and programs by maintaining effective communication. Work to resolve issues of conflicting personalities and needs.

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: Working knowledge of the practice of civil engineering for the design, cost estimation, plan check, and inspection of public works projects. A working knowledge of current acceptable construction methods, materials and practices and a working knowledge of the accepted practices for negotiating and implementing change orders for construction projects. The ability to organize and manage the logistical aspects of public works projects. The ability to effectively use oral and written communication in the performance of duties and responsibilities, and to learn and implement city procedures, regulations and requirements with respect to procurement, bidding, budget, safety, operations and organization. Registration as a Professional Engineer in Civil Engineering in the State of Oregon. Understanding of applicable federal, state and local laws, codes and regulations. Knowledge of modern office practices, methods and equipment, including a personal computer and applicable software; survey instruments and traffic counters, and occupational hazards and standard safety practices.

Equivalent to a Bachelors Degree in Civil Engineering and three to five years of satisfactory experience in the field of engineering, in positions dealing with the planning, surveying, design and management of public works construction projects; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

SPECIAL REQUIREMENTS/LICENSES: A valid Oregon driver's license.

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. Frequent travel within the city limits to observe construction activities. Infrequent travel outside of the city. Lifting manhole covers or the equivalent of 50 lbs may be infrequently required. The position incumbent works in a fast-paced office environment characterized by frequent deadlines and constant interruptions.

SUPERVISORY RESPONSIBILITIES:

Supervision and budget administration is a function of this classification, and the employee may occasionally act as a lead worker on special projects.

SUPERVISION RECEIVED: Works under the general direction of the Civil Engineer.