

**City of Salem**  
**CLASS SPECIFICATION**

CLASS. TITLE:	Engineer 5	CLASS. CODE: 0180
DEPARTMENT:	Public Works	FLSA: E
REPORTS TO:	Various	DATE: 7/1/2002

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**Job Summary:**

Performs a full range of civil engineering project or program development; manages multiple projects and/or programs with primary responsibility over major City capital improvement or utility programs. Prepares, recommends and maintains accountability for budget planning and monitoring for an engineering section or minor division.

**Essential Job Functions**

(All functions may not be performed by all incumbents.)

1. Develops strategy and programs to deliver a diverse variety of Capital Improvement projects or long range master planning; plans and makes assignments to individual project managers; utilize in house resources, including licensed professional engineers, and engineering consultants; coordinates and facilitates development of plans and manages plan adoption processes.
2. Supervises subordinate staff; provides training and guidance and oversight in principles of civil and environmental engineering and project management, schedule management, etc. via one-on-one meetings with staff, performance appraisals and staff meetings.
3. Manages significant programs for the City and prepares all required reporting to other agencies.
4. Develops and implements quality control and assurance practices to ensure that project or program objectives are met, scope and schedules are achieved and projects are delivered, meeting expectations of the City, Department Managers, public and stakeholders while maximizing quality and cost effectiveness; assesses effectiveness of activities and makes required improvements.
5. Reviews workload and balances with resource needs to deliver capital projects utilizing both city staff, including licensed professional engineers, and consultants, and to address future organizational needs.
6. Assesses project status with individual project managers to identify scope, quality, budget, and schedule problems and takes corrective action if needed.
7. Provides counseling, direction and support to project managers in resolutions of project obstacles or difficult project issues such as technical, contractual, political, consultant problems, citizens and outside agencies; meets with project manager and all concerned parties to resolve issues.
8. Provides utility planning support to the Finance Department for annual rate adjustments, revenue bond sale program, and Cost of Service Analysis to ensure adequate financial resources for master plan projects.
9. Participates in the development of policies and procedures applicable to assigned Section or Division.
10. Reviews recommendations of project managers regarding various design alternatives and/or delivery approaches.
11. Prepares construction budgets for construction funds or provides utility planning input and support to annual Capital Improvement Program (CIP); ensures CIP complies with the adopted Master Plans and financial methodologies. Monitors spending on budgets to remain in compliance with approved budgets.
12. Provides project management services through staff resources and support to other departments.

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13. Makes decisions on designs, issues, schedules, property acquisition issues, construction contracts, etc. in order to maximize quality, costs, and schedules and reduce legal risks.
14. Resolves issues with outside agencies and other departments and divisions; provides routine coordination to keep all parties updated on project issues.
15. Negotiates and develops complex agreements and non-routine contracts on behalf of the City with other agencies, businesses, or cities.
16. Makes presentations to public groups and City Council regarding Capital Improvement Project issues.

**Important Job Functions**

1. Collaborates with staff to develop project assignments to provide for their growth and motivation within the limits of their position and goals.
2. May “act in capacity” in absence of Manager.
3. Serves on committees, councils, boards, task forces, etc. on behalf of Section, Division or Department.
4. Serves as liaison officer on the Emergency Management team if implemented.
5. Works on special assignments as directed by Manager.
6. Attends meetings and various training seminars and conferences as needed.
7. Performs other duties as required by Manager.

**MATERIAL AND EQUIPMENT USED:**

- Desktop computer, calculator
- Automobile
- Video conferencing equipment
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Bachelor's degree from an accredited college or university in Civil or Environmental Engineering or a related field; and,

Ten (10) or more years of experience in a related field; or,

Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

**License(s) and Certification(s):**

- Professional Civil Engineer License
- Professional Environmental Engineer License

**KNOWLEDGE AND ABILITIES:**

**Knowledge of:**

- Contemporary office practices and procedures and various software products.
- Civil engineering principles and practices; design, construction, sewer, water, storm drain or street design, and/or traffic engineering.
- Project consultant and contract management.
- Mathematics.

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- Environmental science, Geotechnical engineering.
- Accounting, budgeting and cost estimating.
- Legal issues, statutes, regulations, and codes as related to specific projects or programs within Division or Section.
- Personnel management.
- Applied hydrology and hydraulics.
- Critical path scheduling.
- Public contracting procedures.
- Environmental permitting.

**Ability to:**

- Manage design and construction projects or programs utilizing staff and consultants.
- Communicate effectively verbally and in writing to a wide range of individuals.
- Speak and present effectively in front of large groups.
- Analyze and solve complex engineering, construction and political problems.
- Work independently and make decisions with minimal supervision.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Use computers, systems, and various software including scheduling software.
- Negotiate and resolve conflicts.
- Work with difficult people.
- Maintain required work hours and attendance.

**Physically able to:**

- Sit, keyboard, read, write, hear and speak for extended periods.
- Stand for extended periods or work outdoors occasionally.
- Bend, kneel, stoop or climb stairs or ladders occasionally.
- Lift up to 20 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.