

City of Salem
CLASS SPECIFICATION

CLASS. TITLE:	City Engineer	CLASS. CODE: 0120
DEPARTMENT:	Public Works	FLSA: E
REPORTS TO:	Public Works Director	DATE: 7/1/2002

Job Summary:

Plans, controls, organizes, and directs Engineering Services within the Public Works Department. Supervises a staff of several levels of professional engineers, technicians, clerical personnel, and coordinates work activities with other City Departments, outside agencies and citizens.

Essential Job Functions

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

1. Leads a team of Public Works Division Heads and other staff and prepares annual update to the five (5) year capital Improvement Program (CIP).
2. Prepares the annual Division and Construction Budgets.
3. Presents the Division and Construction Budgets to the Director's and City Manager's office; and attends the annual budget committee meeting for the purpose of answering questions.
4. Serves on the Public Works Management Team assisting the Director in establishing and carrying out Departmental goals, objectives and policies.
5. Provides administrative supervision of subordinate positions; this includes hiring, evaluating, training, coaching, and disciplining.
6. Provides quality assurance through a cursory review and formal signature with final approval of all construction plans, property acquisitions, consultant of record assignments within limitations, and large Division purchases.
7. Encourages and assures adequate stakeholder involvement on projects done by subordinates.
8. Participates in work sessions on complex projects managed by City staff and consultants.
9. Implements adjusted accepted procedures based on trends of problems and successes through collaboration, documentation of new procedures and training.
10. Develops new standards through participation of staff and stakeholders, and implements those standards including but not limited to standard construction specifications, design standards, standard drawings, and Manual of Practice.
11. Recommends changes to Department policy and procedures.
12. Writes and/or reviews all City Council staff reports submitted by the Engineering Division.
13. Attends and makes presentations at City Council meetings.
14. Interacts in both oral and written communication with other Department Heads and Division Heads and the City Manager; communicates and meets with the public, the media, citizen organizations, contractors, consultants and other public and private agencies regarding Engineering Division issues and projects.
15. Reviews and approves proceeding on all construction project change orders of excessive amounts after a brief consultation with the Assistant City Manager.

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Important Job Functions

1. Attends meetings and various training seminars and conferences as required.
2. Acts as the Public Works Director during times when both the Director and the Assistant director are absent.
3. Fills the roles of Operations Officer in City EOC in case of declared emergency.
4. Performs other duties as required by supervisor.

MATERIAL AND EQUIPMENT USED:

- Desktop computer
- Calculator
- 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 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):

- Registered Professional Civil Engineer and Environmental Engineer required.
- Registered Land Surveyor is desirable.
- Completion of Regional ICS Committee ICS Operation Class Certification is desirable.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Practices and principles of engineering.
- Project and business management.
- Contemporary office practices and procedures and basic office software products.

Ability to:

- Communicate effectively verbally and in writing to a wide range of individuals.
- Supervise.
- Speak and present effectively in front of large groups.
- Work independently and make decisions with minimal supervision.
- Refer to the City code, Purchasing Manual, Oregon Revised Statutes, Standard and Special Construction Specifications, Public Works Policy and Procedure, Facility Master Plans, Adopted budget, 5 year CIP, Engineering Division Manual of Practice, Development Bulletins, Personnel rules, and AFSCME contract.
- 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.
- Maintain required work hours and attendance.

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Physically able to:

- Sit, keyboard, write, hear and speak for extended periods.
- Stand for extended periods on occasion.
- Operate motor vehicles.
- Bend, kneel, or stoop
- 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.