

**City of Sweet Home
Job Description**

Job Title: Staff Engineer
Department: Public Works
Reports To: Director
FLSA Status: Exempt
Union Position: No
Prepared By: Director of Public Works
Prepared Date: 06/14/2002
Approved By: Public Works Director
Approved Date: 07-01-02 USA

SUMMARY

This classification is advanced-level within the engineering field / technician series, and is distinguished by performing senior-level, technical engineering duties including mapping for infrastrucutres; schedule, develop and inspection projects; program development and coordination; review applications and issue permits; oversee engineering office operations, supervise lower level engineering technicians and has responsibility for work performed within the engineering section.

Work is performed within departmental policy and procedures, Federal, State, City and local statutes, rules, regulations and ordinances; standards as applied to civil engineering and surveying; engineering manuals; construction specification manuals; safety manuals and supplier specifications. Person fulfilling this position uses considerable amount of judgement in interpreting and developing guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not exclusively limited to, the following. Other duties may be assigned.

- Be at work on time.
- Be available for work.
- Give a full day's work.
- Respond in a positive manner to directions.
- Learn present job as well as new jobs.
- Adjust to change.
- Get along with others.
- Know and follow the rules, policies, practices and procedures of the department.
- Be physically and mentally fit for work.

Respond to inquiries and complaints in person or by telephone from the public, contractors, architects and other agencies regarding department facilities, programs, policy and procedures; interpret local and state rules and regulations. Receive requests for permits; review and issue permit; compute and collect fees.

Inspect the construction of streets, curbs, drainage, sewer and water projects by either City staff or contractors to ensure compliance with approved plans and specifications.

Within the engineering office, oversee operations; supervise and coordinate work activities of

assigned technical staff; offer technical assistance as needed and determine best solution when problems arise. Establish and interpret policy and procedure. Ensure work is in compliance with appropriate regulations. Assume accountability for work performed within engineering office.

Perform technical research and problem solving as assigned; search for or assist in compiling descriptions, easements, etc. Use computer as an aid in developing solutions to problems or in entering or retrieving data. Prepare maps.

Participate in designs of projects; select and interpret appropriate design standards, evaluate alternative proposals for cost effectiveness, estimate quantities and prepare contract documents and specifications; coordinate and assist in data collection necessary for completion of design project.

Review plans, legal descriptions and designs submitted by private engineers, surveyors and consultants to assure compliance with standards and conformance to City policy and procedures; interpret codes and determine applicable federal, state and local regulatory requirements.

Conduct surveys, studies, special projects and field or office investigations relating to engineering operations and prepare reports and recommendations; use computer as an aid in developing solutions to engineering problems.

Represent the entire Department on committees, at meetings with public utility and regulatory agencies, other departments and the community relative to assigned projects.

Analyzes reports, maps, drawings, blueprints, tests, and aerial photographs on soil composition, terrain, hydrological characteristics, and other topographical and geologic data to plan and design project.

Calculates cost and determines feasibility of project based on analysis of collected data.

Prepares or directs preparation and modification of reports, specifications, plans, construction schedules, environmental impact studies, and designs for project.

Inspects construction site to monitor progress and ensure conformance to engineering plans, specifications, and construction and safety standards.

Directs construction and maintenance activities at project site.

Uses computer assisted engineering and design software and equipment to prepare engineering and design documents.

SUPERVISORY RESPONSIBILITIES

Directly supervises lower level engineering technicians in varying degrees within the Engineering Division and has accountability for work performed in the division. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring recommendations, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Regular routine assignments are independently performed by employee on basis of past

experience. Employee receives general instructions regarding scope of and approach to projects or assignments, but procedures and problem resolution are left to employee discretion and interpretation. Work is reviewed periodically to ensure determinations and decisions made are in accordance to department policy and procedures.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Passing a preemployment drug test is required.

Ability to assign, direct and coordinate work and projects; establish and maintain effective working relationships with other employees and the general public; maintain records, compile and present progress reports; interpret plans and specifications and make accurate personnel, material and equipment estimates.

This position requires considerable knowledge of civil engineering and land principles, practices and procedures; mathematics related to civil engineering and land surveying; Federal and State right-of-way laws; laws, rules, codes, regulations and ordinances related to engineering and surveying projects; materials, methods and equipment used in construction.

This position requires skill in preparation of project plans and estimating materials and labor costs as well as legal descriptions; conducting research and technical report writing; the use of scientific calculators and processing information on a computer.

This position requires one to have the ability to communicate effectively in both oral and written forms; interpret engineering plans and develop comprehensive project plans; make decisions independently in accordance with established policies and procedures, establish new policies when applicable, and use initiative and judgement in completing tasks and responsibilities; establish and maintain record keeping systems and reports; conduct research and compile and analyze technical data; utilize problem identification and resolution techniques; remain calm and use good judgement during confrontational or high pressure situations; supervise, coordinate and review work of staff; courteously meet and deal effectively with other employees, organizations, engineers and consultants, regulatory agencies and the public.

EDUCATION and/or EXPERIENCE

Bachelor's degree in engineering, surveying or a related field OR Associate's degree in engineering, surveying or related field and two-four years experience in civil engineering or a related field, OR satisfactory equivalent combination of education, experience and training.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of, or ability to achieve, certification as a professional engineer (P.E.) within six (6) months, or the ability to gain certification in a timely manner as dictated by next available scheduling opportunities. Time frame for completion will be determined at the time person takes over in the position.

A valid State of Oregon Motor Vehicle Driver's License is required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed both in the office and the field. When in the office, work is often sedentary and may involve hearing voice conversation, keyboarding, operating basic engineering equipment and blueprinting machinery with common exposure to chemicals and gasses.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an environment which involves everyday risks and discomforts, common exposure to pollens, dust, poison oak, traffic and fumes and sometimes adverse weather conditions requiring safety precautions. A reasonable amount of driving is required.