



## JOB DESCRIPTION

## CITY OF SILVERTON, OREGON

*This description of overview and expectations does not constitute an employment agreement with the City of Silverton and is subject to change by the city as the needs of the city changes.*

<b>Title:</b> Senior Engineer	<b>Supervisor:</b> Public Works Director
<b>Department:</b> Public Works	<b>Supervises:</b> None
<b>FLSA Status:</b> Exempt	<b>Bargaining Unit:</b> None
<b>Type:</b> Exempt Group	<b>Effective Date:</b> Nov. 2018
<b>Review Date:</b> July 5, 2023	<b>Revised Date:</b> July 5, 2023

### Position Summary

The Senior Engineer is responsible for duties as assigned on a full range of civil works design, project management, and technical studies. The position requires frequent interaction with other staff and the public, and includes standard applicable project management, problem solving, and independent judgment and decision making appropriate for a professional engineering position.

### Distinguishing Characteristics

The Senior Engineer is a professional level position. The Senior Engineer position requires at least four (4) years of progressively responsible engineering level experience and Professional Engineering license.

### Essential Functions

*Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.*

- Perform a full range of project management activities for multiple construction projects: prepare project bid documents and advertise request for proposals; prepare correspondence; represent the City at construction meetings; coordinate and review inspection work of others; evaluate condition and conflicts of pertinent utilities; interact extensively with affected citizens; inspect construction while work is in progress for adherence to plans, specifications, and other agency standards and regulatory requirements; interpret specifications and interact with contractors; obtain permits from county, ODOT, resource agencies, and other regulatory agencies; effectively manage project costs; maintain clear and concise project records. Prepare final project reports and evaluations.
- Reporting to the Public Works Director, this position will be City's representative responsible for monitoring project activities and maintaining project schedules; analyzing development proposals including site plans for infrastructure impacts and determining compliance with development standards and report findings; process development review records; and represent Department at staff review, in the field, and public meetings to explain Public Works requirements.
- Interact regularly with technical staff to review project inspections, project and other drafting work and GIS system development; prepare Requests For Proposals, technical reports, specifications; use Computer Aided Design software and/or GIS to produce engineering drawings and other drafting and maintain City base maps.

### Non-Essential Functions

- Assist Public Works Director with project & budget planning; development of design standards updates for streets, sidewalks, water and sewer lines, pump stations, storm drains, retaining walls, bridges, and other public works and utility projects; and develop project estimates and schedules.

- Other duties as assigned which may include interagency emergency management coordination, City plan development and staff training.

### **Minimum Qualifications**

- Graduation from a four (4)-year Accreditation Board for Engineering and Technology (ABET) accredited college or university with major course work in civil engineering and four (4) years appropriate, progressively responsible civil engineering experience including, but not limited to, water, sewer and streets.

OR

- Any equivalent combination of experience, education and training which provides the necessary knowledge, skills, and abilities for the position.

AND

- Oregon Professional Engineering License or Professional Engineering License from another state and the ability to obtain Oregon registration within six (6) months of hire date.
- Possess valid Oregon driver's license or ability to obtain by time of appointment.

### **Knowledge Required**

- Principles and practices of civil engineering and development activities.
- Design, construction, and maintenance procedures for public works facilities including transportation, utilities and storm drainage.
- Demonstrated success in managing Public Works Projects.
- Modern office procedures and equipment.
- Modern construction methods and materials and inspection techniques.

### **Knowledge Preferred**

- Familiarity with Oregon Department of Transportation Standard Specifications for Construction.
- Familiarity with Oregon Department of Transportation Local Agency Guidelines Manual.

### **Skills and Abilities**

- Performs complex mathematical calculations.
- Maintains effective working relations with other employees, contractors and the public.
- Communicates a variety of technical information verbally, in reports and in business correspondence, produce bid documents.
- Interprets, applies and explains technical codes and standards in a comprehensive manner.
- Adapts engineering principles to a variety of public works and utility projects.
- Displays leadership that results in successful project management.
- Personal computers and other related modern office equipment.
- Drafting in Computer Aided Design Software.

### **Physical Activities/Requirements:**

This position is primarily office oriented with occasional trips to worksites and construction zones for the purpose of reviewing and inspecting work for completion to requirements. The position requires the ability to engage in moderately physical activity moving weights of up to 50 lbs., driving city vehicles, and being out in the weather. This is a safety-sensitive position.