

ENGINEERING DIVISION AND PROJECT MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

JOB OBJECTIVES

To oversee and manage the activities and operations of the Engineering Division of the Public Works Department; to serve as project manager on assigned projects in the Public Works Department; to manage the City's Transportation System Plan and represent the City and coordinate assigned activities with other divisions, departments and outside agencies; and to provide highly responsible and complex administrative support to the Director of Public Works.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Director of Public Works.

Exercises direct supervision over professional and technical staff.

ESSENTIAL JOB FUNCTIONS

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

1. Oversee and manage the activities and operations of the Engineering Division of the Public Works Department.
2. Serve as project manager for engineering design and Public Works projects as assigned; develop scope of work; serve as liaison with City staff, developers, engineers, consultants, the general public and external agencies on proposed development projects; develop project schedules and timelines; assign work tasks; monitor project budget.
3. Plan, direct, coordinate and review the work plan for engineering staff, including design and construction management; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
4. Manage and participate in the development and implementation of goals, objectives, policies and priorities for implementation of the City's Transportation System Plan and other assigned programs; recommend and administer policies and procedures.
5. Serve as staff on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
6. Assist the Director of Public Works in setting priorities for accomplishment of the City's capital improvement projects, engineering studies and administrative reports.
7. Represent the Public Works Department to other departments, elected officials and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations;
8. Oversee the engineering staff who prepares engineering drawings, specifications, construction plans, bid documents, contract documents and related materials.
9. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.

CITY OF FOREST GROVE
Engineering Division and Project Manager (Continued)

10. Monitor work activities to ensure appropriate utilization of workers and equipment; ensure that work conforms to specifications and is in accordance with City regulations, policies and operating procedures and practices.
11. Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
12. Assist the Director of Public Works with the preparation of the Public Works budget; oversee and participate in the development and administration of the annual engineering budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.
13. Prepare reports and technical information on division operations for City, federal agencies and other organizations.
14. Provide responsible staff assistance to the Director of Public Works.
15. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public works maintenance program development.
16. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
17. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a comprehensive civil engineering and construction program.
Principles and practices of civil engineering.
Civil engineering and construction concepts, principles, practices and standards.
Principles and practices of program development and administration.
Principles and practices of contract administration.
Principles and practices of construction project management.
Mandated laws, rules, standards and regulations applicable to planning, designing and implementing capital improvement projects.
Modern office procedures, methods and equipment including computers and supporting word processing and spreadsheet applications.
Principles and practices of budget preparation and administration.
Principles of supervision, training and performance evaluation.
Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Oversee and participate in the management of a civil engineering program.
Oversee, direct and coordinate the work of lower level staff.
Select, supervise, train and evaluate staff.
Participate in the development and administration of division goals, objectives and procedures.
Prepare and administer large program budgets.
Prepare clear and concise administrative and financial reports.
Develop, review and approve construction standards, plans and specifications.
Ensure adherence to established safety rules, regulations and guidelines.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Research, analyze and evaluate new service delivery methods and techniques.

CITY OF FOREST GROVE
Engineering Division and Project Manager (Continued)

Interpret and apply Federal, State and local policies, laws and regulations.
Respond to requests and inquiries from the general public.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Bachelor's degree in organization, engineering management or closely related field from an accredited four-year college or university; or an equivalent combination of education and experience that provides the required knowledge and skill to perform the duties of the position.

Experience:

Five years of increasingly responsible experience in project management, including two years of administrative and supervisory responsibility. Experience managing public works and/or construction projects preferred.

License or Certificate

Possession of an appropriate valid driver's license.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands herein 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 these essential job functions.

Environment: Normal office setting with some travel to attend meetings or conduct site investigations.

Mobility: Incumbents require sufficient mobility to work in an office setting and operate office equipment and perform site investigations in rugged terrain.

Vision: Vision sufficient to read small print, computer screens and other printed documents.