



CITY OF BAKER CITY, OREGON

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CITY OF BAKER CITY'S MISSION STATEMENT

The City of Baker City exists to provide municipal services through efficient, effective, and progressive governance allowing individuals, families, and businesses the opportunity to thrive in a friendly, safe, and dynamic environment. By maintaining trust, respect, and accountability in its day-to-day operations, the city will build on its strengths and creativity.

Classification

Non Union/Confidential
Exempt

Reports to

Public Works Director
Department: Public Works-City Hall

Salary Grade/Level/Pay Range

\$4,515-5,284

Date

July 2016

CITY ENGINEER/PROJECT MANAGER

JOB DESCRIPTION

Summary/Objective

Provide first line supervision to Public Works Department employees within the Technical Services division, including assigning and reviewing work; planning, design and inspection of Public Works projects as assigned by Public Works Director; preparation of project cost estimates and schedules; bidding of projects. Provide supervision of Facility Maintenance division and staff. Provide supervision in the Water Division including watershed and reservoir operations and water treatment staff.

Supervision Received

Works under the general guidance and direction of the Public Works Director.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Performs administrative, supervisory, and professional engineering work necessary to manage the engineering, construction inspection, and survey of the Public Works Department and to fulfill the statutory obligations of the City Engineer/Project Manager's position.

-Provides supervision of facility maintenance and water treatment staff.

2. Using excellent customer service skills, establishes and maintains effective working relationships with other employees, officials, and all members of the general public.
3. Operates a motor vehicle to assist in carrying out the business of the department and the City.
4. Maintains responsibility for the design, survey, construction, and construction inspection of all street, storm water, water and wastewater capital improvement projects.
5. Performs and/or supervises construction inspection of private projects within the public right of way to ensure compliance with City standards and ADA requirement.
6. Coordinates capital improvement projects with consultants, private contractors and affected city departments.
7. Prepares cost estimates, schedules and bid documents for capital improvement projects.
8. Assists with project coordination including preparation of materials lists and equipment procurement.
9. Manages state/federal grants on all assigned projects.
10. Provides advisory and expert witness services to other city departments on matters related to professional civil engineering.
11. Assists Public Works Director with Department budget preparation.
12. Participates in the development of the Capital Improvement Plan in terms of project priority recommendations and project cost estimates.
13. Provides project management for the construction of the municipal public works projects. Oversees assigned projects to ensure contractor compliance with time and budget parameters for the project.
14. Trains, promotes, counsels, disciplines and evaluates performance of divisional staff. Prepares operational guidelines for subordinate division and monitors response.
15. Coordinates the preparation of, or develops, reviews and updates the sanitary wastewater, water, storm drainage, and street system maps, data base, and comprehensive plans.

16. Responds to public or other inquiries relative to engineering policies and procedures on specific projects and other information. Evaluates issues and options regarding municipal public works and makes recommendations.
17. May be required to assume duties in other Public Works departments in the absence of other supervisors or the Public Works Director.
18. Attendance at work is an essential function of this position.

Other Identified Task Statements/Duties

1. Other duties as assigned.

Knowledge, Skill, and Abilities

The following knowledge, skills, and abilities must be possessed or individual must be able to explain and demonstrate that s/he can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of knowledge, skills, and abilities.

Knowledge:

- Thorough knowledge of civil engineering principles, practices and methods as applicable to a municipal setting; thorough knowledge of applicable City policies, laws, and regulations affecting Division activities.

Skill:

- Considerable skill in arriving at cost estimates on complex projects.
- Skill in public relations involving various infrastructure problems under stressful conditions.

Ability to:

- Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, City officials and the general public; ability to conduct necessary engineering research and compile comprehensive reports.
- Ability to represent divisional issues before elected officials, advisory boards, and citizen groups.
- Ability to establish and maintain effective working relationships with the Public Works Director, management personnel from other departments, employees and the public.

Supervisory Responsibility

Exercises supervision over engineering, construction inspection, survey, facility maintenance and water treatment staff.

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.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet; standard office atmosphere; may be subjected to occasional verbal abuse from public.

Tools and Equipment Used

Personal computer, including Microsoft and other data base software, drafting instruments, NEOGOV, NOVAtime, Adobe Acrobat Pro, Video recording equipment, 10-key calculator; phone, copy machine, fax machine, tablets, computer, motor vehicle (with valid driver's license or the ability to obtain one and a good driving record for insurance purposes).

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.

The work is performed mostly in an office setting. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. While performing the duties of this job, the employee is frequently required to sit and talk, walk, hear, use hands to finger, handle, or feel objects, tools or controls, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds; kneel, bend, stand, push, and pull, and drive a motor vehicle. Specific vision abilities required by this job include close vision, peripheral vision, and the ability to adjust focus. Hand-eye coordination is necessary to operate drafting instruments, computers and various pieces of office equipment.

Position Type/Expected Hours of Work

This is a full time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m., 40 hours per work.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

Required Education and Experience

Minimum Qualifications:

B.S. in Civil Engineering or a closely related field combined with five (5) years of increasingly responsible experience in civil engineering; street/highway experience preferred; or any equivalent combination of education and experience.

Registration as a Professional Engineer in the State of Oregon required.

Preferred Education and Experience:

Professional Land Surveyor (PLS) designation desired.

Additional Eligibility Qualifications

1. Must possess or be able to obtain a valid and appropriate state driver's licenses prior to employment.
2. This position is subject to the City of Baker City Drug and Alcohol Testing Policy.

Other Duties

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EEO Statement

Baker City is an equal opportunity employer, and as such, we consider individuals for employment according to their abilities and performance. Employment decisions are made without regard to age, disability, race, color, national origin, religion, sex, sexual orientation, veteran status, military status, association with members of a protected class, marital status, injured worker status, union participation, non-supervisory family relationships, or any other protected class or work relationship. All employment requirements mandated by State and Federal laws and regulations are observed.

Director _____

HR _____

By signing below, I understand the requirements, essential functions and duties of this position.

Employee: _____ Date _____