



Engineering Associate

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| DEPARTMENT: | Public Works | SUPERVISOR: | Public Works Director |
| CLASSIFICATION: | Exempt | PAYROLL: | 120 |

POSITION SUMMARY: The Engineering Associate, under the general guidance and supervision of the Public Works Director, manages the planning, design, and construction phases of City projects. Exercise independent judgment in application of engineering principles and practices of project planning, design, construction, and administration. Conduct investigations and prepare reports. Provides project management and coordination for infrastructure improvements, including design review, quality control, environmental compliance, and construction inspection. Oversee and coordinate activities of contractors working on public improvement projects including coordination with the public.

ESSENTIAL JOB FUNCTIONS

Any of the following duties and responsibilities may be performed and are not listed in any particular order. These examples are not necessarily performed by all incumbents, however, and do not include all specific essential functions and responsibilities an incumbent may be expected to perform.

- Provide overall project management and coordination for in-house and/or contracted, and private infrastructure developments which will become City-owned. Conduct final inspections, recommend acceptance, or direct developer/engineer/contract or to comply with standards.
- Works with the City Engineer to ensure responsible development within the City through reviewing general development proposals, and applying development standards, policies, and procedures for public infrastructure and site improvements associated with land development, developing engineering recommendations for land use staff reports, and provide recommendation for policy and code revisions.
- Coordinate engineering review with other public agencies. Respond to outside public and private agencies, citizens and staff needs inquiries relating to land development. Provide engineering support to the City Council, Planning Commission, other City committees and staff as required.
- Reviews and approves the engineering design, engineering drawings, specifications, and estimates for public improvement projects prior to bidding. Recommend and enforce construction standards for streets, water distribution systems, and sanitary and storm sewer collection systems, closely adhering to general Civil/Construction Engineering principles.

- Participates in construction bid process and serve as contract administrator. Provides project overview for conformance to contract specifications, reviews and approves payments, change orders, and addenda; ensures deadlines are met; and closes out projects with final payment, warranty documentation, and maintenance agreements.
- Participate in various meetings to inform the public, developers, contractors, and other affected agencies of City requirements and to obtain information regarding development's effect on City.
- Represent the City at various meetings with contractors, other jurisdictions, and regulatory agencies as needed or assigned.
- Provide technical assistance to other department personnel in the resolution of problems pertaining to the City's infrastructure systems.
- Assists Public Works Director in coordination with local Police, Fire, and County agencies prior to and during a disaster. Assists in coordinating training, mock exercises and maintaining data necessary to keep the City compliant with NIMS Federal Rules and Regulations.
- Has routine contact with the public or may meet with citizens concerning an issue. Communicates with citizens to ascertain their needs and expectations and takes appropriate action. Follows-up with citizens to assure their satisfaction and communicates the issue to the Public Works Director.
- Maintain proficiency by attending conferences and meetings, reviewing reports, reading professional journals, and meeting with others in areas served.
- Maintain work areas in a clean and orderly manner.
- Operates a motor vehicle safely and legally.
- Maintains regular job attendance and adherence to working hours.
- Maintain cooperative relationships with City personnel, elected officials, and other agencies.
- Exhibit Emulates leadership to fellow employees and fosters a positive environment in which employees are focused on producing excellent quality results.
- Encourage and provide excellent customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
- Follow all safety rules established for the work area.
- Other duties as assigned.

AUXILIARY JOB FUNCTIONS

- Serve on various committees as assigned.
- Maintain proficiency in areas of responsibility.
- Maintain work areas in a clean and orderly manner.

QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. 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.

EDUCATION / EXPERIENCE

- Bachelor or Master of Science in Civil Engineering, Construction Management, Architecture, or other related discipline is required.
- Eight (8) years of work experience in design and construction project management.
- Equivalent combinations of education and experience may also be considered.

CERTIFICATES/LICENSES/REGISTRATIONS

- Possession of or ability to obtain a valid Oregon driver's license.
- Fundamentals of Engineering or Fundamentals of Land Surveying certification is/are preferred.
- Certification in NIMS Federal Rules and Regulations IS-100 & IS-700 is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of construction and design methods and practices.
- Considerable knowledge of contract administration.
- Considerable knowledge of Microsoft products, including Excel, PowerPoint, Word, Outlook, and Teams.
- Knowledge of Civil 3D drafting/design software.
- Knowledge of theoretical and practical aspects of project management
- Knowledge of drafting design applications and techniques
- Knowledge of surveying and engineering design standards
- Knowledge of architectural and construction principles and applications
- Knowledge of current construction methods and building codes such as ADA requirements, local codes, and safety regulations.
- Knowledge of maintenance activities and requirements relative to municipal utilities.

- Skilled in reading and interpreting blueprints, plans, specifications, diagrams, sketches, and maps
- Skilled in calculating cost estimates.
- Skilled in analytical problem solving.
- Skilled in communicating technically complex information both verbally and in writing.
- Skilled in dispute mitigation and resolution.
- Skilled in conducting effective meetings both in person and virtually.
- Ability to assess and mitigate project risks.
- Ability to track ongoing project timelines, milestones, and deliverables.
- Ability to adapt under changing priorities.
- Ability to work effectively and positively within a team environment while maintaining cooperative relationships with users, key stake holders, team members, and management.

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.

- Up to 30% of the work period may be spent outdoors, with exposure to weather conditions, construction sites, and confined spaces. Much of the work period occurs under usual office working conditions where the noise level is typical of most office environments with telephones, personal interruptions, and background noises.
- While performing the duties of this job, the employee works in outside weather conditions approximately 30% of the time.
- The noise level in the work environment varies from quiet to moderate in the office to very noisy on construction sites.

PHYSICAL ABILITIES

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 in office settings, and outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities.
- Hand-eye coordination is necessary to operate drafting instruments, computers, and various pieces of office equipment.
- While performing the duties of this position, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms.

- The employee is frequently required to stand, walk, talk, hear, sit, climb or balance, stoop, kneel, crouch or crawl and smell.
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by the job include close vision, distance vision, color vision, depth perception and the ability to adjust focus.
- The employee must be physically capable of moving about on construction work sites.

SUPERVISION

- Works under the general guidance and direction of the Public Works Director, who assigns projects and reviews work for conformance to standards.
- Day-to-day supervision is not normally a responsibility of this position.
- May provide supervision to lower level engineering technicians, interns and students.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

The City of Stayton is an Equal Opportunity Employer.

REQUIRED SIGNATURES

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, physical demands of the position and the minimum education and experience required of the position.

Engineering Associate

Date

Public Works Director

Date