



## **JOB ANNOUNCEMENT**

# **Civil Engineer**

The City of Stayton is seeking a full-time Civil Engineer housed in the Public Works Administration department and will work under the supervision of the Public Work Director. This position provides effective direction, control, and management over key engineering functions including utilities and infrastructure engineering, transportation engineering, construction management, and development review. Performs advanced level professional civil engineering work in design, review, planning, construction, and maintenance of public works projects, including street improvements, sanitary sewer, stormwater, water system improvements, and transportation systems.

### **EDUCATION / EXPERIENCE**

- Bachelor's degree from a four-year college or university in civil engineering or a closely related field.
- Minimum of five years of experience as a Professional Engineer (PE) designing public works infrastructure and preparing plan sets for construction.
- Must possess a current Professional Civil Engineer license (PE), from the State of Oregon.

### **KNOWLEDGE, SKILLS, & ABILITIES**

- Thorough knowledge of civil engineering principles, practices, and methods applicable to a municipal setting; considerable knowledge of applicable City policies, laws, and regulations affecting Division activities.
- A minimum of five years of experience using Civil 3D design software for the design of public works infrastructure improvements, preparing full construction plan sets for improvement projects.
- Considerable skill in arriving at cost estimates on complex projects; skill in operating the listed tools and equipment; management skills necessary to effectively manage the work of assigned staff and outside contractors; interpersonal and communication skills necessary to tactfully enforce contractor's compliance with plans and specifications, while maintaining satisfactory relationships with contractors and their employees, as well as to interact tactfully and effectively with the general public.
- Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, City officials, and the public; ability to conduct necessary engineering research and compile comprehensive reports.
- Excellent verbal and communication skills.
- Knowledge of the principles and practices of civil engineering and its application to municipal public works and construction.
- Knowledge of laws, rules, regulations, ordinances, and collective bargaining agreements affecting City policies and operations.

- Knowledge of public works contract administration including contract preparation, contractor selection, administration of contract work, change orders, disputes, claims, equal opportunity, and closing of contracts.
- Knowledge of complex design and drafting methods, software, and equipment.
- Performs the most difficult engineering assignments that require a high level of responsibility, is fully trained in all procedures directly related to the assigned work and is often considered the subject matter expert.
- Ability to address issues and problems that are highly complex, varied, and have competing importance, outcomes, and impacts to the organization.
- Ability to receive work assignments in the form of objectives, priorities, and deadlines.
- Capable of performing duties independently and exhibits skills that allow the incumbent to take on land development, including planning and analysis of engineering systems needed for the use of land including streets, highways, sewage, water facility, storm drain, grading, land use, and utilities.
- Civil engineering applied to estimates, studies, technical reports, design, plans, specifications, and professional recommendations for a variety of engineering activities.
- Knowledge of construction methods and procedures; including survey, inspection, and public works contract administration procedures, and engineering materials and methods.
- Public works contract administration including contract preparation, contractor selection, administration of contract work, change orders, disputes, claims, equal opportunity, and closing of contracts.
- Equipment and materials used in public works infrastructure construction and maintenance.
- Design and drafting methods, software, and equipment.
- Principles and practices of project management.
- Data gathering, analysis, and research.
- Lead, organize, supervise, and evaluate the work of staff.
- Independently plan, perform, and coordinate advanced level professional and technical engineering studies, computations, drawings, reports, and surveys.
- Interpret, apply, and ensure compliance with applicable policies, procedures, laws, and regulations.
- Management and administration of construction and engineering contracts.
- Write clear, concise, and accurate technical and non-technical reports, correspondence, and memoranda; prepare reports, agreements, and accurate records.
- Prepare accurate plans, specifications, cost estimates, and engineering reports and make accurate engineering computations and drawings.
- Learn and use complex software programs and systems, especially as required for engineering design and construction.

- Analyze problems, identify alternative solutions, assess consequences of proposed actions, and implement recommendations; analyze and interpret data; draw valid conclusions; develop reports.
- Explain complicated technical matters in non-technical terms.
- Adapting to changing, intensive deadlines.
- Performing highly detailed work.
- Use math and perform complex scientific and mathematical computations.

#### **SPECIAL REQUIREMENTS**

- Must possess a valid state driver's license or ability to obtain one prior to employment. Must be able to maintain a satisfactory driving record.
- Must be physically capable of moving about on construction work sites and under adverse field conditions. (Reasonable accommodations may be made to enable individuals with disabilities to appropriately access construction work sites.)

Salary range is \$85,541 to \$111,612 annually depending on qualifications and experience. The City offers a comprehensive and competitive benefits package including vacation, holidays, sick leave, health insurance choice of Regence or Kaiser (85% City paid; Regence includes City paid HRA VEBA), defined benefit retirement plan eligibility at six months, life insurance, and long-term disability.

To learn more, go to [www.staytonoregon.gov/page/employment](http://www.staytonoregon.gov/page/employment) where you can download the job description and employment application.

Applications and resumes may be submitted via email to Human Resources at [hr@staytonoregon.gov](mailto:hr@staytonoregon.gov), or via regular mail to the City of Stayton, 362 N. Third Avenue, Stayton, Oregon 97383.

**Open Until Filled**  
**First Review Begins Friday, July 19, 2024**

*The City of Stayton is an Equal Opportunity Employer*