



CITY OF GRANTS PASS, OREGON
CLASS SPECIFICATION
CITY ENGINEER

FLSA Status : Exempt
Bargaining Unit : Non-Bargaining
Salary Grade : UD6

CLASS SUMMARY:

The City Engineer is a Professional Technical Stand Alone class. Incumbents are responsible for supervising professional level engineers and engineering support staff and directing and overseeing an engineering program that assures development is consistent with engineering codes and standards. Incumbents perform and supervise complex engineering work which includes development of engineering conditions related to land use decisions and construction permits, and oversight of capital projects. Incumbents act as a representative of the City in meetings with consultants, the public, and other agencies.

Responsibilities include the full range of supervisory duties including directing work, training and coaching, discipline, and evaluating performance.

CORE COMPETENCIES:

- ***Integrity/Accountability:*** Conducts oneself in a manner that is ethical, trustworthy and professional; demonstrates transparency with honest, responsive communication; behaves in a manner that supports the needs of Council, the citizens and co-workers; and conducts oneself in manner that supports the vision and goals of the organization taking pride in being engaged in the community.
 - ***Vision:*** Actively seeks to discover and create ways of doing things better using resources and skills in an imaginative and innovative manner; encourages others to find solutions and contributes, regardless of responsibilities, to achieve a common goal; and listens and is receptive to different ideas and opinions while solving problems.
 - ***Leadership/United:*** Focuses on outstanding results of the betterment of the individual, the organization and the community; consistently seeks opportunities for coordination and collaboration, working together as a team; displays an ability to adjust as needed to accomplish the common goal and offers praise when a job is done well.
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ESSENTIAL CLASS DUTIES: These duties are a representative sample; position assignments may vary.

- Supervises departmental staff as assigned, including coordinating and directing work flow, making work assignments, training, making disciplinary and hiring recommendations, and conducting performance evaluations.
- Develops engineering conditions for all land use decisions and development permits, making the final decision on public infrastructure.
- Responds to customer service inquiries and requests and coordinates issue resolution for the Engineering Division.

Employees of the City of Grants Pass uphold the values of Integrity, Vision, Accountability, Leadership, United and Excellence in our service to our community.

- Oversees design and construction of capital projects.
 - Prepares and manages the Engineering Division budget.
 - Performs other duties of a similar nature or level.
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Training and Experience (positions in this class require):

A Bachelor's Degree in civil engineering and six years of directly related experience including one year of supervisory experience are required; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class require):

- Oregon Driver's License – Class C
 - Oregon Registration as Professional Civil Engineer
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Knowledge (positions in this class require):

Knowledge of:

- Conflict resolution;
 - Public administration principles and practices;
 - Municipal engineering principles and practices;
 - City Development Code;
 - Public contracting;
 - City organization and management;
 - Effective and efficient public relations;
 - Educational methods and instructional techniques;
 - Personnel policies and procedures and labor contract provisions;
 - Personal computers and related software programs;
 - Applicable City policies and ordinances; and,
 - Applicable Federal, State, and local laws, rules and regulations.
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Skills (positions in this class require):

Skill in:

- Public speaking and presentation;
 - Research and analysis related to City Code;
 - Application of engineering concepts technologies;
 - Project management;
 - Providing positive, effective leadership and supervision to staff;
 - Appropriate and effective independent decision making;
 - Supervision of staff;
 - Maintaining confidentiality;
 - Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
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Physical Requirements:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, standing, walking, lifting, grasping, feeling, talking, hearing, and seeing, fingering and repetitive motion.

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Positions in this class require regular attendance and punctual employee presence. Incumbents may be required to work hours in excess of a 40-hour workweek, attend evening meetings and travel.

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. When job duties and responsibilities change and develop, this job description will be reviewed and is subject to change based on business needs of the City.

Classification History:

Adopted by Council July 2, 2008, Resolution No. 5379

Revised June 22, 2018