



Position Title: Engineering Services Director/City Engineer
FLSA Status: Exempt
Status: Full-Time
Supervisor: City Manager
Supervises: City Maintenance Supervisor

GENERAL PURPOSE SUMMARY: This position plans, manages, and oversees the activities of public works and engineering services, including water, wastewater, stormwater, streets, public facilities, and parks. The position manages capital improvement project delivery; reviews development work for compliance with public standards and requirements; directs creation of plans and documents for city sponsored projects, including oversight of bidding and construction; works with outside consultants employed to perform city work by providing technical assistance; and oversees construction inspections to ensure compliance with city requirements. This position serves as a city liaison to the community at large and serves on the city's management team.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Oversees and administers engineering activities (design and construction of public improvements, permitting, regulatory affairs, and master planning) determines needs, sets goals and objectives. Serves as the primary contact with City of Albany staff for management of jointly owned facilities and coordination of maintenance of water and wastewater systems.
2. Supervises assigned employees which includes scheduling and assigning work; mentoring, coaching, and training; developing work plans and reviewing work for completion; evaluating performance and providing necessary feedback to employee; setting work standards; imposing or effectively recommending necessary disciplinary action; responding to staff questions or concerns; and making or effectively recommending hiring and termination decisions.
3. Develops and manages the annual budgets for areas of responsibility and capital projects. Participates in the development of the city budget. Reviews and monitors city budget expenditures to remain within established budgetary constraints. Authorizes purchases and signs purchase orders, contract payments, and change orders. Manages city infrastructure financial planning, utility rates and fees, and development and preparation of the city's Capital Improvement Program.

4. Assists the City Manager and members of the City Council in monitoring issues inside and outside of the organization; assists in development of short and long-range plans; gathers, interprets, and prepares data for studies, reports, and recommendations. Develops, maintains, and updates long-range facility and financial plans for transportation, water, sewer, and stormwater utilities.
5. Conducts a variety of special projects as assigned by the City Manager. Projects may involve extensive research and comparisons, administrative follow-up, liaison with community groups, other agencies, and city staff. Keeps informed on details and progress of special projects informing the City Manager of progress and any issues of sensitivity.
6. Confers with the City Manager on administrative matters and policies pertinent to city operations. Drafts ordinances and policies and facilitates City Council and community review and adoption.
7. Demonstrates understanding and good judgment in the evaluation of complex technical and/or financial information and alternatives related to policy development and/or engineering project management, planning, design, design review, surveying, permit issuance, construction, and mapping/records.
8. Serves as the City Engineer; reviews and stamps engineering drawings and reports as required. This position's primary duty requires knowledge in the field of engineering and application of the same, including the exercise of discretion and judgement in its performance. Such work is intellectual and varied as opposed to standardized, requiring critical thinking.
9. Communicates effectively in writing and orally with a variety of technical and non-technical groups and individuals regarding budgets and performance, engineering projects, and utility service policies.
10. Negotiates with other government agencies, developers, contractors, and consultants to develop agreements/contracts and resolve issues and disputes.
11. Prepares and makes presentations to the City Council, advisory commissions and committees, community groups, other agencies, and news media as assigned.
12. Responds to citizen inquiries or complaints.
13. Evaluates and reviews impacts of development proposals, land use applications, permits, etc. on city utilities and transportation facilities. Reviews traffic engineering studies and reports.
14. Reviews private project development plans and permit applications for compliance with codes, regulations, and standards. Oversees construction inspections for conformity with city requirements.

15. Coordinates and directs the preparation of engineering plans and specifications, the bidding process, contract award, and construction monitoring. Seeks and selects consultants and service providers in accordance with state and local laws and city procurement policy; manages consultant and service contracts. Reviews work products and work performance for compliance with contracts.
16. Tracks and ensures compliance with regulatory and permit requirements, develops compliance strategies, and fulfills reporting requirements. Participates in development of, feedback to, and negotiation with state and federal regulators (Department of Environmental Quality, Oregon Health Authority, and Water Resources Department) regarding water, wastewater, and stormwater permits applicable to the City of Millersburg.
17. Protects the public investment in its infrastructure through developing appropriate maintenance and replacement programs in conjunction with the city's maintenance staff.
18. Applies for and administers grant programs as directed.
19. Attends and participates in professional group meetings; participates in and makes presentations to a variety of boards and commissions; stays abreast of new trends and innovations in engineering, public works, and other types of public services as they relate to the area of assignment. Monitors changes in laws, regulations, and technology that may affect city operations; implements policy and procedural changes as needed.
20. Attends and participates in City Council, Planning Commission, and other meetings as assigned.
21. Participates in economic development efforts that may include response to specific development proposals or creation of long-range economic development strategies and/or area plans.
22. Guides development of, maintains, and updates transportation and utility computer models necessary to support long-range planning, system optimization and maintenance, and response to development inquiries, as needed.
23. Guides development and proposes policies for City Council adoption: utility rates for services; system development charge methodologies and fees; new programs for utility customers; and utility facility and financial plans.
24. Maintains professional networks and attends training sessions and conferences as necessary to advance skills and keep abreast of issues and practices in all areas of responsibility, and to maintain required certifications.

25. Represents the City of Millersburg by responding to the public, citizens, its employees, and others in a prompt, professional, and courteous manner while continuously maintaining a positive customer service demeanor. Regards everyone, internal and external, as a customer and delivers the best service possible in a respectful and patient manner.
26. Serves as a member of the city's emergency management team.
27. Serves as member of various assigned committees.
28. Possesses the ability to drive and operate a motor vehicle safely and legally.
29. Maintains regular, reliable, and punctual attendance and adherence to working hours, work rules and internal policies.
30. The physical demands of this job are outlined further below and incorporated herein as an essential job function.

QUALIFICATIONS & REQUIREMENTS:

EDUCATION AND EXPERIENCE:

Bachelor's degree in civil or environmental engineering and seven years responsible engineering experience including at least two years in a supervisory position, preferably with a municipal public works or engineering department; or any satisfactory equivalent combination of education and experience.

SPECIAL REQUIREMENTS:

Registration as a Professional Engineer (Civil) in the state of Oregon or professional registration as a Civil Engineer in another state and the ability to become registered in Oregon within 180 days after employment.

Possession of a valid Oregon driver's license within 45 days of hire, as driving is an essential job function associated with this position.

The individual is able to perform the essential job functions of this position, with or without an accommodation, and the individual shall not pose a direct threat to the health or safety of the individual or others in the workplace, as determined by their treating physician.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of legal issues, statutes, regulations, and codes related to specific projects or programs within the city.
2. Knowledge of engineering principles and practices; design construction, sewer, water, storm drain, or street design, and/or traffic engineering.
3. Personnel management, including ability to supervise, train, and evaluate personnel; productively utilize goal setting and progress monitoring to promote accomplishment of tasks.

4. Establish and maintain effective working relationships with individuals, co-workers, the public, other agencies, interest groups, and supply vendors.
5. Actively listen, analyze problems, and identify alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals.
6. Communicate effectively verbally and in writing to a wide range of individuals; provide leadership skills necessary to resolve conflicts.
7. Survey practices, development land use processes and land divisions.
8. Have a working knowledge of the environmental regulatory process.
9. Possess comprehension of the public procurement processes, rules, and laws.
10. Ability to develop capital plans and budgets.
11. Ability to consult on construction business fundamentals.
12. Ability to use computers, systems, and various software.

PHYSICAL DEMANDS:

The physical demands described here (including lifting, mobility, movement, manual dexterity) 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.

In the performance of job duties, the employee is frequently required to stand, walk, sit, talk, and hear. The employee is occasionally required to use hands and fingers, handle, feel, and operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.

Manual dexterity and coordination are required to perform the work. This is used while operating equipment such as computer keyboards, calculators, and telephones.

TOOLS AND EQUIPMENT USED:

In the performance of job duties, the employee will use a personal computer (provided by the city) and various software programs; copier; fax machine; ten key/calculator; phone; and other related tools and equipment.

This position, in unique situations, may require operation of public works equipment to assist/support staff.

WORK ENVIRONMENT/WORKING CONDITIONS:

The work environment and working conditions described here are representative of those that are typical of the job and must be met by an employee to successfully

perform the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions.

The work environment includes an office setting, and frequent travel to field locations and construction sites in a variety of weather, light (day or night), and terrain conditions.

The noise level in the work environment is usually quiet to moderate in the office environment. The field work environment frequently involves moderate to loud construction noise.

This position is regularly required to attend evening meetings and may be required to work evenings and weekends.

This position requires onsite operations and work. This is not a remote position.

ADDITIONAL JOB INFORMATION

This position is subject to successful completion of pre-employment drug and alcohol testing. This position is also subject to a successful criminal background screening and driver's record screening.

INTENT OF JOB DESCRIPTION

This document is intended to describe the most significant essential and auxiliary duties performed by the position for illustration purposes, but it does not include other occasional work, which may be similar, related to, or a logical assignment for the position.

EEOC STATEMENT

The City of Millersburg provides equal opportunity in employment, activities and its programs. It is the policy of the City of Millersburg that there shall be no harassment or discrimination in any of its programs, activities, or employment on the grounds of race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, genetic information or any other status protected under applicable, federal, state or local laws.

Pursuant to Oregon Revised Statutes 408.225-237, the City of Millersburg grants a preference in hiring veterans as defined by state laws.

To request an accommodation in applying for this position and/or to participate in the application process, please contact Sheena Dickerman at 458-233-6303 or Sheena.Dickerman@millersburgoregon.gov.