



## CITY OF NEWPORT, OREGON ASSISTANT CITY ENGINEER

The City of Newport Oregon is seeking a reliable and professional Assistant City Engineer. This is an exempt, full-time/regular position. The position has a salary range of \$5664 - \$7424 /month, plus excellent benefits. Placement in the salary range will be based on the knowledge, skills, experience, training, and education of the person hired.

This position will assist the City Engineer/Public Works Director and other various Public Works staff by providing engineering calculations, direction and support. Assist with assessing and managing Public Works assets. Project management for small-to-medium size capital projects, and construction of Public Works infrastructure associated with private development. Provide information to the general public and private consultants regarding the City's standards, procedures, specifications, and history pertaining to streets and utilities.

### **JOB QUALIFICATION REQUIREMENTS:**

#### **MINIMUM/MANDATORY EDUCATION AND EXPERIENCE REQUIREMENTS:**

Any equivalent combination of education and experience, which provides the applicant with the knowledge, skills, and abilities required to perform the duties as, described. A typical way to obtain the knowledge, skills and abilities would be:

- A Bachelor's degree in civil engineering, AND;
- 5 years related experience, AND;
- 2 years of experience in a lead or supervisory capacity.

**KNOWLEDGE:** Knowledge of general civil engineering principles, city construction projects, and design of civil engineering projects. Knowledge of occupational hazard and effective/proper safety standards, practices and procedures related to equipment operation, and the use of hand and power tools and equipment. Familiarity with the operations, materials, methods, techniques, and the Federal and State guidelines used in civil engineering.

**SKILLS:** Skill in the use of personal computers, various related software programs, and standard office equipment. Demonstrated proficiency in management of division personnel and equipment. Strong time management, analytical, organization, and prioritization skills. Customer Service orientation and skills. Effective management and team building skills, conflict resolution, and strong leadership; exceptional interpersonal skills, strong oral and written communications skills with a variety of audiences; ability to communicate complex material in a simple, understandable manner; competence in Business English, spelling, and punctuation. Strong reasoning, analysis, and problem solving skills combined with excellent judgment and professionalism.

**ABILITIES:** Ability to establish and maintain an effective working relationship with City management, employees, Council members, other entities, and the public. Ability to write work reports and maintain records and logs; read and interpret technical manuals, work orders, blueprints, diagrams, and sketches; operate hand/power tools used in public works operation; communicate effectively and professionally, both orally and in writing, with individuals and groups. Ability to effectively supervise staff, establish and maintain effective working relationships with employees and City officials. Ability to elicit information and cooperation from individuals and groups. Ability to honor the confidentiality required of this position. Physical ability to perform the essential job functions.

### **SPECIAL REQUIREMENTS/LICENSES:**

- Valid Oregon Driver's License at time of hire.
- Oregon Professional Engineer's License within six months of hire.
- Confined Space training within 6 months of hire.
- Competent Person training within 6 months of hire.
- Work Zone Traffic Control (flagger) training within 6 months of hire.
- Lock-Out-Tag-Out training within 6 months of hire.
- CPR/First-Aid training within 6 months of hire.
- Occupational Noise Exposure at time of hire.

**WORKING CONDITIONS/WORK ENVIRONMENT:**

Work location is primarily indoors where most of work period occurs under usual office working conditions. Outdoor work occurs part of the time and may involve exposure to dust, mud, uneven terrain and varying and extreme weather conditions. Employees in this position are exposed to the risk of physical harm from hazards found in the field environment.

**TO APPLY:** Applicants should submit a completed city application form and a letter clearly identifying how the applicant meets the minimum job qualifications. City application forms are available on the city website at [www.newportoregon.gov](http://www.newportoregon.gov), or picked up from the City Manager's Office at the Newport City Hall, 169 SW Coast Highway, Newport, Oregon 97365. Application materials should be sent to: City of Newport, Attention: Human Resources, 169 SW Coast Highway, Newport, Oregon 97365, or e-mailed to [jobs@newportoregon.gov](mailto:jobs@newportoregon.gov). **The position will remain open until filled. A first review of applications will occur on April 30, 2018.**

The City of Newport is an EEO employer and veteran's preference provider. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected under state, federal, or local law.

All offers of employment are subject to successful completion of a background check, reference checking, and in the case of safety sensitive positions, drug and alcohol testing.