

ORGANIZATION: City of Newport
DEPARTMENT: Public Works

LOCATION: Newport, Oregon
DATE: April 2016

JOB TITLE: Assistant City Engineer

Exempt **Range E 313**

PURPOSE OF POSITION:

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.

ESSENTIAL JOB FUNCTIONS AND EXAMPLES OF DUTIES PERFORMED:

Work with the general public, either at the front counter or by telephone, answering questions regarding engineering or public works related issues.

Work with other engineers and architects, either in person or by telephone, reviewing civil engineering drawings connected with proposed developments, new city utility lines, or existing City services.

Assess and manage Public Works assets, using tools such as GIS, as-built drawings, master planning documents, and pavement management software.

Manage small-to-medium size capital projects, and construction of Public Works infrastructure associated with private development.

Review proposed subdivision plats for location and design of city wastewater, storm sewer, streets, and water lines. Review designs for compliance with City standards.

Supervises staff through appropriate work delegation; meet regularly with staff to discuss and resolve special projects and workload issues; provides assistance and training in technical issues and responsibilities; effectively work with employees to correct performance deficiencies.

Assists the City Engineer as needed with special projects, responding to information requests, attending meetings, or other duties as assigned

Review and approve building permits for Public Works issues affecting wastewater, storm sewer, streets, and water lines.

Design wastewater, storm sewer, streets, and water lines, including field work such as surveying with transit and level instruments.

Coordinate with Public Works utility divisions in the review of proposed infrastructure; finding as-built engineering drawings for all city utility line and lateral locations for state mandated utility field locates.

Serves as the initial contact for engineering related inquiries.

Responsible for the coordination of Asset Management Programming of City infrastructure including mapping and condition assessments.

Responsible for the management of records and as-builds.

Maintains and updates the Engineering Design Standards Manual and Engineering Guidelines.

Perform other duties as assigned.

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 general 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.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility including the ability to frequently lift or move materials up to ten pounds and occasionally lift or move materials up to sixty pounds. The position requires the ability to operate a motorized vehicle. Manual dexterity and coordination are required about 50% of the work period while operating equipment such as computers, keyboards, telephones, standard office equipment, maintenance equipment, and motorized vehicles. Physical exertion may be required to move heavy objects, crawl through tight spaces, and kneel in confined areas. Physical effort may be required to perform heavy manual labor in confined and cramped spaces and uncomfortable conditions, climb ladders, bend, reach, and stand for long periods of time.

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.

SAFETY CONSIDERATIONS:

Employee will wear proper protective equipment in compliance with OSHA standards to include: safety tip shoes/boots, safety glasses, hearing protection, gloves, hard hat, reflective vests and respirators when and where recommended/required.

SUPERVISORY RESPONSIBILITIES:

Responsible for the supervision of one part-time employee.

SUPERVISION RECEIVED:

Work is performed under the general direction of the Public Works Director.

SIGNATURES:

This document has been reviewed between the Supervisor and the Incumbent. I understand that this document is intended to describe the most significant essential and auxiliary duties performed by the job/position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job/position description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

Incumbent Name	Incumbent Signature	Date
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Supervisor Name	Supervisor Signature	Date
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Date Revised: April 2016
Approved by: _____
City Manager