



CITY OF MOLALLA

EMPLOYMENT OPPORTUNITY

Engineering Section Manager COMMUNITY DEVELOPMENT DEPARTMENT

FLSA Status:	Exempt
Division:	Public Works
Union Representation:	Non-Represented

CLASS SUMMARY: The Engineering Section Manager works independently, but with the support of the City's contract engineer and under the direction of the Community Development Director, to provide project management, and inspections services on all public infrastructure projects whether emanating from Public Works or Private Development. Provides engineering review of private development proposals to determine required infrastructure improvements, right-of-way dedications, public easements and System Development Charge calculations. Manages the City's building maintenance program, public infrastructure permitting program, and a portfolio of public projects assigned by the Community Development Director.

Duties and Responsibilities

(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)

The Engineering Section Manager independently, but under the Direction of the Community Development Director, and with support from the City's contract engineer (on an as needed basis):

1. Implements and managers the City's Building Maintenance Program.
2. Oversees the Engineering Section including all programs, contractors and employees assigned to the Engineering Section.
3. Provides Municipal Code and Public Design Standard compliant engineering review, advice, conditions of approval, SDC estimates and final calculations for private development proposals.
4. Provides civil plan review and engineering advice to developers on public infrastructure designs ensuring applicable standards are followed and conflicts with the existing system are reconciled.
5. Works with Public Works Division Manager to ensure infrastructure design proposals are effective and comply with long-term interests of the city.

6. Consults with the City's contract engineers on complex development and infrastructure reviews.
7. Manages the City's permitting program for public infrastructure development.
8. Ensures bonding requirements for public infrastructure projects are adhered to.
9. Reviews schematics and plans to ensure compliance with applicable standards.
10. Tracks progress of public infrastructure improvements related to private development.
11. Inspects public infrastructure development for adherence to plans, and compliance with applicable standards.
12. Serves as project manager on public projects as assigned by the Community Development Director.
13. Manages budgets, schedules, and change orders on assigned projects.
14. Attends pre-bid, award, and pre-construction meetings for public infrastructure projects.
15. Maintains records for all public infrastructure improvement projects performed by private developers and all public projects assigned as project manager.
16. Prepares final project inspection reports and evaluations for all public infrastructure development.
17. Participates in continuous improvement efforts of the department through identification of inconsistencies in local rules, cooperative interpretation of ambiguous standards, inefficiencies in processes, research of best practices, and recommended solutions.
18. Cross trains with Public Works Division Manager to ensure all position responsibilities are met during absence.
19. Frequently interacts with the public, developers, staff, and other agencies in performance of duties.
20. Other duties as assigned.
21. May be required to assist public works crews during emergency situations.

REQUIRED AND PREFERRED QUALIFICATIONS:

1. Excellent written and oral communication skills are required which includes the ability to translate technical data into terms understandable to the general public.
2. Demonstrated ability to effectively document construction activities in permanent inspection reports meeting City standards.
3. Ability to establish and maintain effective working relationships with division supervisors, representatives of other public agencies, contractors, consultants, and the general public is required.
4. Knowledge of contemporary principles and practices of heavy construction and project management.
5. Demonstrated ability to complete assigned tasks on-time.
6. Demonstrated ability to effectively respond to citizen complaints and questions on related projects.
7. Advanced problem-solving skills related to public infrastructure development and public project management.
8. Knowledge of The City of Molalla's public works standards.
9. Knowledge of contemporary principles and practices of civil engineering.
10. Educational background and work experience related to municipal infrastructure.

11. General knowledge of federal and state regulations related to the position.

EXPERIENCE AND TRAINING: A minimum of 5 years of experience related to construction inspection, project management, and development engineering is required. Demonstrated ability to read and interpret engineering plans is required. Ability to effectively utilize Microsoft Office Suite, and learn additional software applications is required. Licensed as an Engineering-in-training in the State of Oregon is preferred, but not a requirement for the position. Alternatively, any combination of experience and/or education that tends to illustrate the ability to successfully perform the duties associated with this position will be considered.

PHYSICAL DEMANDS: The physical demands described here 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 qualified individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to see, talk and hear. The employee frequently is required to sit, stand, walk, use hand to finger, handle or feel objects or controls, and to reach with hands and arms. Specific vision abilities required include close vision, distance vision, color vision, depth perception, and the ability to adjust focus. The employee is required to safely maneuver through and around active construction sites in close proximity to heavy equipment and moving materials. The position may occasionally require lifting of objects or materials in excess of 60 lbs. Manual dexterity and coordination are required with operation of public works motorized vehicles, hand and power tools, and standard office equipment.

WORK ENVIRONMENT:

The work environment for this position includes outside work in inclement weather. The employee may work near construction machinery or activity with high noise levels for short time periods. For 30-70% of the time, this position will experience noise levels common to an office environment. The work environment may expose the employee to severe weather conditions, high noise levels, hazards of construction sites, as well as to chemicals, paints, dust, and odors.

Approved:



Dan Huff, City Manager



Date