



JOB DESCRIPTION

CITY OF MOLALLA

Job Title: Project Engineer

FLSA Status:	Non-Exempt
Department:	Public Works
Union Representation:	Non-represented

GENERAL STATEMENT OF DUTIES: The Project Engineer is responsible for duties as assigned on a full range of civil works projects and technical studies. The position requires frequent interaction with other staff and the public, good project management, problem solving, and independent judgment and decision making appropriate for a professional engineering position.

The Project Engineer assists the Public Works Director with division budget and finances, safety, training, and long and short term planning related to division services. These duties include a full range of project management activities for construction projects, preparation of project bid documents, advertisement for request for proposal, preparing correspondence, representing the City at construction meetings; evaluating condition and conflicts of pertinent utilities, interacting extensively with affected citizens, and inspecting construction while work is in progress for adherence to plans, specifications, and other agency standards and regulatory requirements.

The Project Engineer may act on behalf of Public Works Director to interpret specifications and interact with contractors; obtain permits from county, ODOT, resource agencies, and other regulatory agencies; effectively manage project costs; maintain clear and concise project records; Prepare final project reports and evaluations and assists Public Works Director by monitoring project activities and maintaining project schedules; analyzing development proposals for infrastructure impacts and determine compliance with development standards and reports findings; processing development review records; representing department at staff review and public meetings to explain proposed requirements. Related work as assigned or required.

SUPERVISION RECEIVED: Works under the direction of the Public Works Director.

SUPERVISION EXERCISED: Responsible for oversight of consultant engineers, land surveyors, environmental specialists, and construction contractors. On occasion, may be responsible for the supervision of other department divisions.

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 supervise publicly funded projects is required.
3. Ability to establish and maintain effective working relationships with other division supervisors, representatives of other public agencies, and the general public is required.
4. Knowledge of The City of Molalla's public works operations is preferred.
5. Knowledge of contemporary principles and practices of civil engineering is required.
6. Educational background and work experience related to municipal infrastructure is preferred.
7. Demonstrated ability to complete projects on-time is required.
8. Demonstrated ability to plan, design, and execute programs and capital projects is required.
9. General knowledge of federal and state regulations is required.
10. Responds to citizen complaints and questions on related projects and helps to resolve these problems.

EXPERIENCE AND TRAINING: A minimum of 5 years of experience related to engineering and project management duties. Must be licensed as a professional engineer in the State of Oregon or be able to attain license within six months.

ORGANIZATIONAL DUTIES:

1. Organizes and directs the daily activities, projects, and programs for which the department has responsibility.
2. Coordinates and schedules priorities among other supervisors for implementation of department projects.
3. Keeps Director apprised of the status of all project activities daily or weekly.

STAFFING DUTIES:

1. With Director, evaluates the workload and budget for capital projects in the street, sewer, water, storm water, parks, and system development charge funds.
2. With Director, manages updates to the city's public works standards, municipal code, and master plans.

OTHER DUTIES: Staff engineers are on call occasionally and may be required to assist crews in an emergency. Occasionally attend evening meetings and respond to inquiries from the public at home or in off hours.

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 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 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. He/she may work near construction machinery or activity with high noise levels for short time periods. For 50% 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.