

City of Springfield, Oregon: Assistant Engineering Manager/ Assistant City Engineer

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Representation: Not Represented	FLSA: Non-Exempt
Job Code: 188119	Grade/Range: 40
	Effective Date: March 2005 (Rev. 2008.04)

General Summary of Duties

Under the general direction of the City Engineer, provides division-wide high-level leadership, management, supervision and administration of the Engineering Division and its employees and other resources. Assists the City Engineer in planning, directing, supervising and reviewing activities of the Engineering Division as assigned, including capital projects section, land development section, geographic information systems section, and survey section. The position assists the City Engineer with managerial, supervisory, and administrative responsibilities as assigned, including but not limited to finance, personnel administration, supervision and organizational development. The position regularly deals with other Public Works employees, other City employees, other levels of government, the development community, citizens and various aspects of the public, and elected and appointed officials. Acts in capacity of the City Engineer during the City Engineer's absence; acts in capacity for the Supervising Civil Engineer in a Supervising Civil Engineer's absence as assigned.

Distinguishing Characteristics

Responsible for high-level lead resource supervision, leadership and management, the position oversees all aspects of assigned service delivery systems, including financial and personnel resources. The work is performed under the general direction of the City Engineer but significant autonomy is granted for the exercise of independent judgment and initiative. The Assistant Engineering Manager/Assistant City Engineer position is distinguished from that of the City Engineer in it does not require licensure as a Professional Engineer and it does not have responsibility for the entire division on a regular basis. This position is focused on activities involving coordination, supervision, leadership and management of Supervisors and line staff and other duties as assigned by the City Engineer.

Supervision Received and Exercised

Receives general supervision from the City Engineer; exercises supervision over Division Supervisors, and other division staff as assigned.

Essential Job Functions: Any one position may not include all of the duties listed nor do the listed examples include all tasks, which may be found in positions of this class.

- Assists in the development, planning and implementation of the division goals and objectives including organizational development, personnel development plans and overall succession planning efforts.

- Assists in developing and prioritizing division work plans and budgets; understanding, representing and supporting the Division's, Department's and City goals and objectives; and providing work unit resources and expertise where possible and appropriate to meet these broad objectives;
- Assists Supervisors, as assigned, to ensure that projects are scheduled and completed; commits resources to accomplish goals and objectives;
- Manages supervisors and staff responsible for the coordination and development of the multiple programs, and the design and construction of municipal infrastructure by the City and the development community;
- Provides management oversight of program activities as assigned, including: establishing and overseeing work programs, schedules and priorities; managing contracts for legal, risk management, engineering, project management, construction, survey services, GIS services and inspection and other services;
- Provides overall coordination and integration of projects managed by project managers and design teams made up of City staff; takes steps to resolve miscommunication or disputes that arise among vendors, contractors, teams and staff;
- Prepares and provides, in oral and written format, information and reports to the City Engineer, Department Director, City Manager, the City Council, and other elected officials.
- Establishes regular communication with regulatory agencies to assure compliance with existing and new regulations;
- Responds to sensitive, highly-political inquiries and issues involving various elected officials and other political figures in the metro area;
- Assists Department Managers with general division/department management needs;
- Assists City Engineer with administration services and with other related management level responsibilities as assigned;
- Performs other supervision, leadership and management related duties as assigned consistent with the role and function of the classification.

Qualifications

Knowledge of:

- Principles and practices of division-wide administrative services program development and administration;
- Management techniques, principles, and practices as they relate to government operations;
- Responsibilities and statutory obligations of municipal engineering;
- Principles and practices of financial management, budgeting and accounting;
- Organizational budget methods, procedures and techniques;
- Data processing capabilities and applications;
- Pertinent Federal, State, and local laws, codes and regulations;
- Principles and operations of municipal organizational structure and function;
- Principles and practices of supervision, training and personnel management.

Ability to:

- Utilize management techniques to direct, review, and appraise the implementation of the Department goals and objectives;
- Apply City, County, State and Federal laws, regulations, policies, and procedures as they relate to Public Works;
- Analyze complex technical and administrative public works problems, evaluate solutions and adopt course(s) of action;
- Work satisfactorily with a team-oriented management style;
- Communicate effectively both orally and in writing to convey technical material to audiences with varying familiarity with the subject matter: City Council, Commissions, Boards, other agencies, and the general public;
- Prepare complex reports that are accurate and understandable;

- Manage project workload and communication across division and/or department lines;
- Plan, organize, and coordinate work in situations where numerous diverse demands are involved;
- Establish and maintain effective work relationships with City Engineer, other Public Works Division Managers, Department Director, City Manager, City Council, Commissions, Boards, other agencies, co-workers, vendors, the development community and the general public;
- Utilize word processing, spreadsheet, database, and network operating systems sufficiently to perform the duties of the position.

Experience and Training: Any equivalent combination of education and experience which provides the knowledge, skills and abilities required to perform the job. A typical way to obtain the knowledge, skills and abilities would be:

Assistant City Engineer

Completion or equivalent of a job related four-year college degree program and Five years of progressively responsible engineering experience to include 3 years as a Professional Engineer (PE) and at least one year in a supervisory or management role. A Master’s degree may be substituted for one year of the non-supervisory experience.

Assistant Engineering Manager

Completion, or equivalent, of a job-related four-year college degree program and Related work experience, typically six years of increasingly responsible professional experience in public works, wastewater or environmental engineering management and a minimum of two years management level experience. A Masters degree may substitute for one year of non-supervisory experience.

Required Special Qualifications

- Oregon Driver’s License

Working Conditions

The principal duties of this class are performed in a general office environment; however, the position travels to and works at development sites. The incumbent must have the mobility and ability to perform job duties at various locations throughout the City on a regular basis. Attendance at meetings outside the normal 8 to 5 work day is a routine requirement for this position.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to the disability and the ability of the hiring department to accommodate the limitation.

Classification History:

3/05 – New Classification

4/08 – Classification revised to include non-PE credentials, and grade adjusted to 40.