

# CLASSIFICATION ADDENDUM

## **Job Title:** Civil Engineer, Managing

Classification Specification: Manager/Program Manager

Barg Unit: Non

Pay Grade: D62

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

### **Essential Characteristics and Duties Addendum**

The Civil Engineer (Managing) performs professional engineering duties and supervises the work of assigned staff in the Environmental Services Division of Public Works. Participates in capital improvement planning for the Metropolitan Wastewater Management Commission (MWMC); facilitates stakeholder involvement; allocates staff and resources and outsources when necessary to meet program objectives; prepares and monitors budgets; prioritizes and establishes project deliverables and timelines; conducts specialized studies and analyses; negotiates contracts and develops agreements; investigates and interprets legal changes impacting the MWMC capital program, and implement necessary changes; reviews and updates MWMC capital program management guidelines; conducts and reviews/monitors complex engineering design projects. Performs related duties as assigned.

### **Qualifications Addendum**

*An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.*

#### **Training & Experience:**

- In the field of Civil Engineering with progressively responsible engineering experience in wastewater management/design, including management experience.

#### **Licensing Requirements:**

- Registration as a Professional Civil Engineer in the State of Oregon, or the ability to obtain Oregon registration, within twelve (12) months of appointment.

#### **Knowledge:**

- Wastewater management principles and practices;
- Principles and practices of civil engineering;
- Construction codes and inspection procedures, methods/materials;
- Codes, statutes, regulations, controls affecting wastewater and sanitary engineering and construction.

#### **Skills:** *(Demonstrated skill in performing the following)*

- Analyzing and formulating recommendations pertaining to complex environmental engineering issues.

**Qualification For Grade Progression:** N/A

### **Physical Requirements Addendum**

Sedentary Work as defined in the classification specification. Further definition of the physical requirements of the position can be found in a job task analysis.  
Travel as required.

### **Addendum History**

Created: 2012.01  
2015.04 – Revisions by HR