

CLASSIFICATION ADDENDUM

Job Title: Engineering and Transportation Manager

Classification Specification: Senior Manager/Program Manager

Barg Unit: Non

Pay Grade: D71

*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 Engineering and Transportation Manager performs duties managing and supervising all activities, programs, and personnel involved with engineering, traffic, and transportation duties in the Engineering and Transportation division. Manages, supervises, participates in, and evaluates programs and staff members engaged in division activities; manages division financial resources and conducts budget coordination/monitoring and preparation; represents the division, the Public Works Department, or the City as assigned; assigns, reviews, and may participate in, the more difficult analysis of division engineering and transportation data; provides leadership and project management duties on high level complex infrastructure projects; supervises staff; serves as liaison to the City Council, Planning Commission, City committees, and various outside agencies; represents the City on large Oregon Department of Transportation and other partner agency projects; actively participants in the Federal Metropolitan Planning Organization; develops and delivers presentations; member of the Public Works Management Team; may act in the absence of the Public Works Director as required. 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 planning, engineering, or public administration with progressively responsible experience in traffic engineering/operations, transportation planning and engineering, including management experience.

Licensing Requirements:

- A valid Oregon Driver's license.
- Professional Engineering License (preferred) but not required.

Knowledge:

- Principles and practices as they relate to public works operations;
- Principles and practices of traffic engineering and transportation planning;
- Local, state, and federal laws, rules, regulations, codes pertaining to transportation and engineering operations;
- Mathematics, including geometry, trigonometry, and calculus;
- Work program development for contracting purposes, change management, and project quality control.

Essential Characteristics and Duties Addendum

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

- Reading, interpreting, and preparing the more difficult transportation and traffic engineering plans, studies, and reports;
- In acquiring resources utilizing knowledge of federal, state, and local project financing opportunities.

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

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