

# CLASSIFICATION ADDENDUM

## Job Title: Principal Engineer

Classification Specification: Program Supervisor/Associate Manager

Barg Unit: OPE

Pay Grade: C45

*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 Principle Engineer manages large complex multi-interdisciplinary engineering project activities, including responsibility for the development of project scope, budget and schedule from project inception to completion; responsible for the planning and delivery of multiple City-funded and Federally-funded multi-disciplinary projects with a Citywide impact; reviews engineering work on public improvement projects and public facilities; participates in local and regional infrastructure planning processes; provides professional expertise and guidance; prioritizes, monitors, trains and assigns project duties to other licensed engineers and staff; provides information and recommendations to City management staff, elected officials, the Oregon Department of Transportation on behalf of the City, and to other stakeholders both inside and outside of the organization; provides interagency coordination on projects; prepares requests for proposals, recommends the hiring of consultants and oversees professional service contracts; reviews and makes recommendations regarding grant proposals; performs engineering and planning studies; obtains and incorporates public input into planning and project development processes; approves/denies work orders; resolves engineering design and test problems; functions as the technical lead in the absence of the City Engineer. Performs related duties as assigned.

### Distinguishing Characteristics:

The Principal Engineer job addendum is distinguished from the Civil Engineer job addendum by the greater degree of responsibility for lead and coordination of multi-disciplinary public improvement projects. The Principal Engineer provides professional staff assistance under the direction of the Community Development Planning Manager and Development & Public Works Director but extensive latitude is granted for the exercise of independent judgment in developing and recommending coordinated work plans, procedures and performance standards to assure effective project implementation in compliance with City, state and federal guidelines and standards. Acts as technical and policy advisor to other personnel in performing difficult assignments. Organizes, oversees, performs or coordinates major projects.

**Note:** The position of Principle Engineer is the professional track of Supervisor/Associate Manager, and is differentiated from the Supervising Civil Engineer in the Supervisor/Associate Manager classification, which is assigned the role of direct supervision of staff.

### 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 professional engineering with an emphasis in public multi-disciplinary infrastructure engineering, to include responsible experience in complex project management. (7-10 years of public sector PE experience).

## Qualifications Addendum

### Licensing Requirements:

- A valid Oregon driver's license at time of appointment.
- Registration as a Professional Civil Engineer in the State of Oregon, or registration as a Professional Civil Engineer in a reciprocal state, and the ability to obtain Oregon registration within twelve (12) months of appointment.

### Knowledge:

- Pertinent state, local, and federal regulations and codes pertinent to assigned multi-disciplinary projects;
- Civil, transportation, storm and sanitary sewer systems and principles;
- Governmental funding sources, budgeting techniques,
- Pertinent governmental practice and procedures;
- Principles, practices, techniques of an advanced level pertinent to civil engineering, planning, construction and inspection pertinent to assigned multi-disciplinary projects and assignments;
- Principles and techniques of design approval, bid and award, consultant selection, contract document preparation and contract administration;
- Project management concepts and techniques;
- Role of communication and coordination in government operations and projects;
- Applied mathematics essential to the field of engineering.

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

- Problem-solving, negotiating, conflict resolution, and project leadership in large scale program implementations;
- Managing multiple, high-priority complex projects to meet time-sensitive deadlines, and developing cost estimates, budget projection and allocation;
- Conceptualizing design specifications for projects;
- Applying civil engineering principles, practice and techniques;
- Effectively coordinating projects and project staff and delegating tasks;
- Performing field inspections;
- Preparing documents related to contract administration;
- Reviewing and approving engineering design plans and other pertinent documents;
- Reading, interpreting, and preparing engineering plans, studies, and reports relevant to multiple areas of assignment;
- Oral and written communication skills as applied to providing complex information to boards, commissions, committees, the City Council and others.

### Qualification For Grade Progression:

N/A

## Physical Requirements Addendum

Light to Medium Work as defined in the classification specification. Further definition of the physical requirements of the position can be found in a job task analysis.

## Addendum History

Created: 2012.07; modified 2014.07