



Project Engineer

Class code: 01310

Employee Group: Management/Confidential

FLSA: Exempt

Salary Band: 13

I. Position Summary

Administers and manages a major County Public Works program or operation, requiring advance expertise to perform complex engineering and project administration functions. Performs a variety of advanced professional engineering tasks in the investigation, location, design, inspection, and construction of civil engineering projects, such as the design and construction of the county's Highway Capital Improvement Program. Acts as a resource to engineers and technicians on complex projects and provides engineering services to other county departments as necessary. Supervises the work of professional and technical engineering staff.

II. Supervision Exercised

Acts as a supervisor.

III. Examples of Essential Position Duties

- Administers a major public works program or operation by preparing program plans and goals and by coordinating all program activities with other units, departments, and agencies; plans and organizes workloads and staff assignments, reviews progress, directs changes in priorities, and schedules as needed to assure work is performed in a timely and efficient manner according to appropriate guidelines, procedures, and legal regulations.
- Manages and oversees the preparation of studies and preliminary field surveys in preparation for design and construction of assigned public works projects such as roadways and bridges.
- Participates in the screening and selection of engineering contractors; reviews and approves all specifications, plans, and contract documents before they are used in the public bidding process for County construction projects; review and recommends award of bid.
- Provides project management of public works maintenance or construction projects, including preparing or overseeing the preparation of specifications, cost, and quantity estimates; the design of project for area of assignment; and, the oversight of the construction process; provides technical assistance and interpretation to personnel involved in construction or maintenance of assigned projects.
- Performs the more complex portions of analysis, design work, and legal description writing and produces specialized design reports for major improvements and modifications to public work structures, requiring advanced engineering skills.
- Manages contract administration of assigned projects; prepares and maintains construction documentation; monitors contract performance and progress; reviews and recommends appropriate actions on requests to sub-let work and contract change orders; maintains field records, prepares progress estimates and change orders; prepares recommendations for payments to contractors and for release and maintenance of performance bonds.
- Manages, oversees, and reviews the site inspections of construction work to assure work is performed in accordance with plans and specifications; schedules quality assurance tests and material approvals; investigates design, maintenance and construction problems in the field; develops and implements solutions or recommendations for action.
- Oversees various on-going engineering programs such as the right-of-way monumentation program, the pavement management system, the gravel road rating system and the road modernization rating system, and the collection of data for budgets, traffic accidents, and traffic counts; directs the updating of road records, highway system mapping, and related reports; analyzes data and

recommends priorities for spot improvements and/or the construction of new roads based on traffic needs.

- Plans, organizes, and supervises the work of assigned employees; participates in the selection of new employees and makes recommendations regarding the hiring and termination of personnel; provides or oversees training for subordinates; conducts performance evaluations and initiates and implements disciplinary actions as warranted.
- Acts as a technical resource and provides engineering services for County departments in a specialized area of engineering to resolve complex design and construction problems within assigned area.
- Assists in the development of short and long-range plans and programs for area of assignment and in the development of related funding and budget requirements.
- Serves as a key liaison and maintains professional relationships with other departments, utility companies, and governmental agencies, providing technical advice and input and coordinating project activities; may attend public meetings and formal public hearings on proposed County construction projects related to area of assignment, providing technical input and testimony as required.
- Directs the resolution of inquiries, problems, complaints, or requests for information regarding the area of assignment; responds to sensitive or complex inquiries or service complaints.
- Adheres to County and departmental policies and procedures as well as safe work practices, policies and procedures.
- Develops and maintains effective working relationships with other staff, public officials, the general public and representatives of other agencies.
- Attends and participates in required trainings.
- Has regular and reliable attendance.
- Working irregular hours may be required.
- Performs other related duties as assigned.

IV. Knowledge, Skills and Abilities

- Thorough knowledge of principles, practices, and standards of civil engineering as they relate to the specific area of assignment.
- Thorough knowledge of engineering plans, maps, survey, and design instruments, specifications, and drafting terminology, and symbols applicable to area of assignment.
- Thorough knowledge of application and interpretation of federal, state, and local rules, regulations, codes, and ordinances as they relate to area of assignment.
- Knowledge of principles, procedures, and practices of contract administration and construction management process.
- Knowledge of management and supervisory principles and practices including program planning, budgeting, direction, coordination, and evaluation.
- Knowledge of data processing systems and engineering applications for assigned area.
- Ability to plan, organize, supervise, and evaluate the work of assigned staff.
- Ability to organize and oversee work programs, including monitoring budgets and funding, work schedules, legal requirements, and progress reviews.
- Ability to develop engineering plans, designs, cost estimates, and specifications.
- Ability to perform technical research work and complex technical computations to provide reliable advice on difficult engineering problems.

- Ability to develop and maintain effective working relationships with other staff, public officials, the general public, and representatives of other agencies.
- Ability to communicate effectively, both orally and in writing and to make effective public presentations to technical, complex, and often controversial information.

V. **Minimum Requirements** (Performance of the essential duties of this position includes the following requirements, physical demands and/or working conditions)

Education and Experience

- Bachelor’s degree in civil engineering, or closely related field AND four years of progressively responsible technical civil engineering experience, which includes at least two years in the area of specialization, involving construction management, contract administration, and the design and plan review AND one year of lead or supervisory experience; OR
- Any combination of education and experience which provides the applicant with the desired skills, knowledge, and ability required to perform the job.

Licenses, Certificates and Other

Valid Class IV Oregon State Driver’s License with an acceptable driving record. Certification as a Professional Civil Engineer by the State of Oregon. Certification as a Professional Land Surveyor by the State of Oregon is desirable.

Physical Demands (*Performance of the essential duties of this position includes the following physical demands and/or working conditions*)

Typically requires driving, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, sitting, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions. Requires exerting in excess of 100 pounds of force occasionally, in excess of 50 pounds of force frequently and in excess of 20 pounds of force daily to move objects. Requires ability to perceive color, odor, texture and sound. Driving and travel is required.

Working Environments

Work is performed both in the office and in the field with exposure to varying weather conditions, traffic, and hazardous conditions at work sites. May include exposure to moving mechanical parts, electrical currents, vibration, fumes, odors, dusts, poor ventilation, chemicals, blood and other body fluids, extreme temperatures, inadequate lighting, work space that restricts movements, intense noise, dust and disruptive people.

VI. **Additional Information**

This classification description is not intended to be an exhaustive list of duties, knowledge, skills, abilities, or requirements, as any one position in this classification may be assigned some or all of these duties, in addition to other duties not explicitly listed here. The various duties, responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, seasons, service levels and management’s decisions on how to best allocate department resources. Any shift, emphasis or rebalancing of these assigned duties, responsibilities and/or assignments does not constitute a change in the job classification.