



Lead Design Engineer

Class code: 313

Employee Group: SEIU

Salary Range: 26

I. Position Summary

Under general direction, serves as a lead worker, performs civil engineering in the investigation, location, design, inspection and construction of engineering projects; prepares plans and contract documents for bidding and contract administration; and performs related duties as assigned.

II. Distinguishing Features

The Lead Design Engineer is a senior level class within the engineering series. Incumbents perform a full range of duties, possess technical expertise, and perform specialized duties beyond those expected at the journey and entry level positions. Employees receive general instructions regarding the scope of and approach to projects or assignments, but procedures and techniques are left to the discretion of the employee. This position certifies documents by an Oregon registered engineer stamp as the signature and stamp of a registrant certifies that the document was prepared by the registrant or under the supervision and control of the registrant as defined in Oregon Revised Statutes. While the journey and entry level positions are required to work under the direction of senior staff, the Lead Design Engineer receives limited direction and is allowed to stamp the work of lower level positions. Assigned duties require the consistent use of professional judgment and application of specialized knowledge and skill required of an Oregon Registered Professional Engineer. The Lead Design Engineer will complete the most complex and technical engineering work within the department. Work is normally reviewed only upon completion and for overall results; performance is measured by completion of work accurately and adherence to Engineering standards and County policies.

III. Examples of Essential Position Duties

- Monitors the work of assigned staff; advises, assists, and trains subordinates as necessary.
- Prepares cost estimates and bidding documents, including stamping their own and associate work.
- May serve as interim Project Engineer and/or Construction Engineer as needed.
- Conducts various engineering studies; creates engineering design using computer-aided design technology; reviews and prepares project plans for the most complex and technical engineering projects.
- Obtains project permits from federal, state and local permitting agencies.
- Inspects projects in the field to ensure compliance with all applicable standards, specifications and design. Serves as the engineer of record for projects stamped.
- Receives and responds to inquiries from officials, other agencies, and the general public regarding current plans and projects. Attends public meetings as required.
- May work after hours, weekends and holidays
- 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.
- Overtime may be required
- Performs other related duties as assigned.

IV. Knowledge, Skills and Abilities

Position requires thorough knowledge of the methods, procedures and policies of the department as they pertain to the performance of duties; laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position; design and construction principles and practices for roads and drainage systems and material properties. Position requires ability to interpret and apply state and local policies and procedures; understand and use mathematics to handle required calculations; operate office equipment including a computer and peripheral equipment; perform computer-aided design and drafting with skill; understand and carry out oral and written directions; direct assigned technicians and survey crews; read and understand technical, contractual and other complex documents; prepare reports and correspondence; communicate effectively, both orally and in writing; establish and maintain cooperative working relationships with those contacted in the course of work; learn and utilize new skills and information to improve job performance and efficiency.

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

Education and Experience

- A Bachelor of Science degree in civil engineering or related field AND four years of engineering 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

Must have a valid driver's license with an acceptable driving record.

Must be registered as an Oregon Registered Professional Engineer through the Oregon State Board of Examiners for Engineering and Land Surveying within six months of hire.

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

Requires the ability to coordinate hands and feet in performing simple movements, such as bending, reaching, and grasping; to exert a physical effort in standing, walking and/or frequent light lifting. Position requires minimal dexterity in the use of fingers, limbs or body in the operation of computers, office equipment and surveying instruments; tasks may involve extended periods of time at a keyboard. Requires the ability to operate a motor vehicle. Tasks are regularly performed without exposure to adverse environmental conditions. Tasks require color and visual perception and discrimination as well as oral communications ability.

Working Environments

Work is performed in both an office environment and in the field where incumbents are exposed to adverse weather, including extreme temperatures, rain, snow, sleet and hail. Incumbents are also exposed to dangerous or unpleasant conditions and substances, including noise, dust, chemicals, paint, traffic hazards, noxious plants and wildlife. May include exposure to 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.

Revised: 6/19