

CLASS SPECIFICATION
Public Works Permit Engineering Manager

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general supervision, coordinates the processing and issuance of permits for water line, sewer and street projects, and insures the required bonds and insurance are provided for the permits. Identifies and facilitates the resolution of technical and complex engineering issues among the infrastructure bureaus and with permit applicants.

DISTINGUISHING CHARACTERISTICS

The Public Works Permit Manager is responsible for tracking public works related permits, identifying and facilitating the resolution of technical issues, ensuring the permits have the required bonding and insurance, and communicating with permit applicants regarding the permit process. Work requires independent judgment, and knowledge of process management and engineering to coordinate the public works permitting process and resolve technical issues.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, organizes, controls, integrates and evaluates the work of assigned staff; develops, implements and monitors work plans to achieve program goals and performance measures; develops and monitors performance against the program budget; manages and directs the development, implementation and evaluation of work processes, systems and procedures to achieve program goals, objectives and performance measures consistent with the City's quality and citizen service expectations.
2. Plans, organizes, directs and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, subject to management concurrence, in accordance with City Charter, Code, human resources policies and labor contract agreements, subject to director and City management concurrence.
3. Oversees the monitoring and tracking of public works permits through the entire permit process; insures efficient and timely processing of permits by various reviewing sections and agencies to ensure timely review of permits. Directs and supervises the work of technical staff involved in monitoring the insurance and bonding requirements of public works projects.

4. Supervises the infrastructure permit process, insuring coordination of potentially conflicting activities.
5. Convenes and facilitates meetings with engineers, supervisors, or managers from multiple bureaus, and/or consultants to resolve complex engineering problems ensuring that a resolution is achieved and that all interested parties are aware of the final decision.
6. Conducts engineering studies to evaluate the feasibility of proposed or ongoing projects or methods or to determine solutions to existing field problems; assembles and evaluates technical data; provides technical guidance or proposes solutions to an interdisciplinary design or research group.
7. Identifies phased reviews, milestones and timelines; tracks the phased review process and notes any deviations from the agreed upon design timeline; insures that all parties agree to any timeline adjustments.
8. Facilitates resolution of customer complaints; provides explanation and clarification to customers on permit processes and policies; presents a summary of issues to the appropriate appeal body when a permit applicant has appealed a decision.
9. Provides leadership and works with staff to develop and retain a high performance, service-oriented work environment that supports the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Engineering theory, principles, practices, materials, costs, construction techniques, current trends, regulations, standards and equipment applicable to the area of specialization.
2. Engineering contract administration, planning, organization principles, program planning and project management principles and techniques.
3. City Code and permit processing rules and issues related to assigned functions and programs.
4. Information technology and computer capabilities applicable to functional responsibilities.
5. Principles and practices of public administration, including record keeping, budgeting and maintenance of public records.
6. Principles and practices of effective supervision.
7. City human resources policies and labor contract provisions.

Ability to:

1. Plan, assign, supervise and coordinate the work of professional and technical subordinates.

2. Apply federal, state and city laws, codes, standards; permit processing, engineering and construction concepts, procedures and practices applicable across the infrastructure bureaus.
3. Review and interpret permit documents, development and construction plans and documents, insurance and bonding documents, codes, ordinances, regulations and other complex technical documents.
4. Identify and recommend solutions to complex engineering problems affecting one or more of the Public Works bureaus.
5. Convene and facilitate meetings with engineers, developers, and other interested parties and ensure that a resolution is reached.
6. Communicate complex technical matters to non-technical individuals, including policy makers.
7. Define issues, analyze customer problems, evaluate alternatives and develop sound conclusions and recommendations.
8. Understand, interpret, explain and apply complex City rules regarding permit and document services policies and procedures and law and regulations regarding permitting activities.
9. Reach sound decisions in accordance with laws, regulations, rules and policies.
10. Communicate clearly and effectively orally and in writing.
11. Prepare clear, accurate, and concise correspondence, records, and reports.
12. Operate a computer and word processing, spreadsheet, and other standard software.
13. Interact effectively, engage in problem solving and team building, and partner with citizens, community groups, developers, engineers, construction supervisors, bureau management, employees of other City bureaus and development professionals.
14. Use tact, discretion and diplomacy in dealing with sensitive situations and concerned people and customers.
15. Establish and maintain effective working relationships with elected officials, bureau management, employees of other City bureaus, staff, customers, the community and others encountered in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a recognized four-year college or university with a major in civil engineering, or a closely related field;

and at least four years of progressively responsible construction management, inspection, permitting, or planning experience, or an equivalent combination of training and experience; and four years of progressively responsible professional engineering experience; or an equivalent combination of training and experience. Experience in a public agency is desirable.

Licenses; Certificates; Special Requirements:

A valid state driver's license.

A certificate to practice as a registered Professional Engineer, and an Oregon Professional Engineer Certificate within six months after appointment

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 04-20-07 New classification Public Works Permit Engineering Manager 7645 created.
June 2009 - Change Job Class number from 7645 to 30000679, due to system change.