CLASS SPECIFICATION
Supervising Engineer

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general direction, supervises and participates in the conduct of highly complex engineering projects, analyses, research, planning and design for a variety of waterworks, civil, transportation or sanitary capital construction, planning and maintenance programs; plans and directs the work of professional and technical staff; may act as management advisor or resident authority in a major engineering specialty; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Incumbents in this class are responsible for the supervision of a large group of engineering professional and technical staff in one of a number of City bureaus. Assignments are general and of a continuing nature, requiring the exercise of independent judgment and initiative in scheduling, assigning and coordinating the work with other units and external consulting resources. Incumbents are also expected to perform and manage the most complex professional engineering work requiring a substantial level of professional training and experience. Supervising Engineers are distinguished from Senior Engineers by being supervisors over larger work groups and by having less direct involvement in the technical or operational work and more administrative and managerial responsibilities.

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, directs, and evaluates the work of a program or section of engineering professional and technical staff within a bureau's engineering group in developing, implementing and evaluating engineering plans, work processes, systems and procedures to achieve annual goals, objectives and work standards.

2. Supervises staff and consultants in the design of streets and transportation system infrastructure, street lighting and controls, structures, water distribution or wastewater facilities, and the preparation of related capital projects; prepares cost estimates, reviews drawings and specifications for compliance with City standards, interprets specifications and City engineering policies; initiates or reviews change orders and periodic project status reports; seals final plans.

3. Provides key contributions to the development and implementation of engineering standards and priorities, and the preparation of operating budget recommendations; monitors performance against the biannual bureau and division budgets; authorizes materials purchases and monitors work activities and expenditures to control costs.

4. Performs engineering project management over several large projects or a project of major scope, supervising or performing project planning and design, developing and administering project terms and conditions, evaluating contract compliance and adherence to technical policies.

5. Directs the conduct of engineering studies to evaluate the feasibility of proposed or ongoing projects or methods, or to determine solutions to existing field problems, assembling and evaluating technical data, providing technical guidance and proposed solutions to an interdisciplinary design or research group.

6. Manages the engineering design of staff or consulting engineers for large and complex construction projects and its application during construction by contractors.

7. Reviews reports, plans, structural calculations and specifications prepared by subordinates for adherence to city standards and accepted engineering practices.

8. May direct the analysis and preparation of reports of the effects on infrastructure caused by proposed annexations, zone changes, new construction, traffic facilities, and mass transit matters, developing mitigating measures and coordinating this work with other divisions, bureaus, governmental agencies and public commissions.

9. May supervise an engineering inspection program to review designs and plans for commercial buildings, residences and other structures to ensure compliance with accepted engineering practices and the provisions of City building codes and other pertinent laws and regulations.

10. May act as staff specialist or resident authority in advising management or professional associates to provide interpretations and advice on concepts and practices in a broad area of professional expertise, or to recommend initiation of or modification to existing programs.

11. Plans and develops engineering projects to address unique or controversial problems affecting major organizational programs, researching new engineering methods and developments that may affect division policies and activities.

12. May direct the analysis and resolution of major water or sanitary collection system problems.

13. Plans and schedules work, estimates staffing needs and assigns projects, reviews progress and establishes priorities for completion, resolving priority conflicts and ensuring work is accomplished in a timely and fiscally responsible manner.

14. Establishes performance requirements and personal development targets with assigned staff; evaluates performance and provides performance improvement and development guidance; recommends disciplinary action to address performance deficiencies in accordance with City Charter, Code, human resources policies and labor contract agreements, subject to director and City management concurrence.

15. Provides leadership and works with staff to create a high-performance, service-oriented work environment that supports the City's and bureau's missions, objectives and service expectations.

16. Provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Engineering principles, practices, materials, costs, construction techniques, current trends, regulations, standards and equipment applicable to the area of specialization.
2. Engineering administration, planning, organization principles and program planning techniques.
3. Budget, personnel, cost control and administrative practices and policies.
4. Information technology and computer capabilities applicable to functional responsibilities.

Ability to:

1. Plan, assign, supervise and coordinate the work of field, professional and technical subordinates.
2. Apply federal, state and city laws, codes, standards and specifications applicable to the area of specialization.
3. Prepare and interpret engineering plans and specifications, codes regulations and complex technical documents.
4. Communicate scientific and technical matters to non-technical individuals, including policy makers.
5. Interact effectively, engage in problem solving, and partner with citizens, community groups and contractors.
6. Establish and maintain effective working relationships with a diverse workforce and community.

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, structural, sanitary, mechanical, chemical, environmental or electrical engineering, or a closely related field; and six years of progressively responsible professional engineering experience, two of which were at the level of the City's Senior Engineer; or an equivalent combination of training and experience. Experience in a public agency is preferred.

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.

Some positions may require ICBO certification in plans examination and mechanical inspections and/or A-level Plans Examiner certification in the State of Oregon.

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 depends, 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: 07-01-02

Revised:

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

3167 SUPERVISING ENGINEER. Adopted: 07-01-92

June 2009 - Change Job Class number from 7651 to 30000681, due to system change.