

**CLASS SPECIFICATION**  
**Chief Engineer**

FLSA Status: Exempt

Union Representation: Nonrepresented/ Incumbents hired after January 4, 2008 are exempt from Civil Service (Ordinance 181459)

**GENERAL PURPOSE**

Under policy direction, plans, organizes, integrates and directs the activities and work of a large, diverse engineering operational group within the Water Bureau, Bureau of Environmental Services or Bureau of Transportation; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Chief Engineers are distinguished from Principal Engineers by having management responsibility for a major operational component of a large City bureau with a high degree of policy development and implementation, staff resources and programmatic determination.

**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 the assigned operational group; with subordinate managers, develops, implements and monitors work plans and strategies to achieve group/bureau mission, goals and performance measures.
2. Manages and directs the development, implementation and evaluation of work programs, plans, schedules, processes, systems and procedures to achieve City and bureau goals, objectives and performance measures consistent with City quality and citizen/rate payer service expectations.
3. Coordinates bureau and group projects/operations with other bureaus, agencies and affected jurisdictions, developing citywide or interagency coordination programs to facilitate this effort.
4. Initiates and monitors implementation of appropriate safety and environmental safeguards in accordance with applicable regulations and prudent professional practice to ensure that employee, citizen, and environmental hazards and impacts of operational activities are eliminated or reduced to acceptable risk levels.
5. Initiates and directs studies and investigations into issues or incidents arising from operational activities or related impacts, personnel matters, environmental or safety incidents, ensuring feasible recommendations for appropriate corrective action or policy changes to eliminate future occurrences or to improve operational effectiveness.

6. Directs the preparation of biannual operational and multi-year capital improvement program budgets, establishing budgetary control measures, allocating resources and personnel, and monitoring diverse work programs for compliance with budget guidelines.
7. Directs the preparation of management reports for bureau directors, the City Council, various commissions, or other decision makers regarding operational programs, progress or problems; provides supporting recommendations for major program changes, code, policy or rule revisions; anticipates and responds to citizen concerns relating to the bureau's operations and services.
8. Makes sensitive presentations to the City Council and other boards/commissions, as well as to public and private agencies, citizens, management, and employee groups regarding bureau programs, projects and policies.
9. Plans, organizes, directs and evaluates the performance of assigned managers, supervisors and staff, establishing performance requirements and personal development targets, monitoring performance, and providing executive direction for performance improvement and development.
10. Recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with City Charter, Code, human resources policies and labor contract agreements, and subject to director and City management concurrence.
11. Provides executive leadership and works with managers to develop and retain highly competent, service-oriented staff through selection, compensation, training, and day-to-day management practices that support the City and bureau mission, objectives and service expectations, fostering programs and activities that promote workplace diversity and a positive employee relations environment.

## **OTHER DUTIES**

1. May act as incident commander or operational chief for emergency operations under the City or bureau emergency operations procedures.
2. Participates in capital improvement program steering and coordination groups, providing technical review and information regarding project identification and scope, criteria development, inter bureau or agency coordination requirements, and impact mitigation measures.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

1. Engineering management, design and operational 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. Safety and environmental regulations, laws and practices governing operational activities and related potential employee, citizen and environmental effects and their mitigation.
4. Budget, personnel, cost control, and administrative practices and policies.
5. Information technology and computer capabilities applicable to functional responsibilities.

**Ability to:**

1. Manage, direct and control the activities of subordinate management and supervisory staff efforts to plan, assign, supervise and coordinate the work of field, professional and technical subordinates.
2. Direct the application of federal, state and city laws, codes, standards and specifications applicable to the area of specialization.
3. Direct and review the preparation and interpretation of 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 or direct problem-solving processes and the establishment of partnering 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 or electrical engineering, or a closely related field; and at least four years of professional engineering management experience at the level of the City's Principal 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.

## **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.

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### **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 classes:

3171 CHIEF ENGINEER. Adopted: Revised: 02-21-84; Revised: 07-01-92.

June 2009 - Change Job Class number from 7653 to 30000683, due to system change.

August 2010 – Administrative Change. Corrected list of bureaus that can house Chief Engineers to include Transportation.