

City of Portland

## CLASS SPECIFICATION

### ENGINEER II

[**CLASS CODE**]

[**ESTABLISHED DATE**]

#### **CLASSIFICATION SUMMARY**

Reports to an Engineering Supervisor, Engineering Manager, or other management-level position. Under general supervision, participates in and may oversee the completion of complex engineering and construction projects, including the review of designs and plans for compliance with building codes and engineering standards of practice.

Responsibilities include: overseeing components of large organizational unit or Bureau/Office projects or services, which may include structural engineering, construction management, engineering design, or utility-specific responsibilities; reviewing plans, designs, and implementation for compliance with requirements and goals; providing project management including professional engineering and technical guidance; signing and sealing final plans; may provide direction to project staff.

#### **DISTINGUISHING CHARACTERISTICS**

Engineer II is the second of three classifications in the Engineer series.

Engineer II is distinguished from Engineer I in that the former is responsible for performing professional engineering work assignments in specialized areas of expertise under general supervision and may guide and lead the work of professional and technical-level engineers on project teams.

Engineer II is distinguished from Engineer III in that the latter is responsible for developing and directing complex Bureau/Office engineering projects, developing and leading asset management practices throughout the Bureau/Office, serving as technical lead for engineering plans, specifications, and all other designs for construction carried out under permit, and may supervise staff.

#### **ESSENTIAL FUNCTIONS**

Depending on the assignment, the incumbent may perform a combination of some or all of the following duties, and perform related duties as assigned.

General Duties:

1. Prepare, develop, review, and implement engineering plans and technical reports for design or construction; sign and seal final plans; develop scope of work for projects; plan, assign, and oversee fieldwork of staff; guide, support, train, and coach staff; collaborate with engineers, architects, and construction contractors regarding issues and phases.
2. Review engineering reports, specifications, designs, plans, and other documents for compliance with Bureau/Office standards, applicable building codes, constructability, accuracy, and completeness; ensure compatibility of cost-effective materials, equipment, building systems, and construction methods for proposed plans and specifications; conduct quality assurance and control.
3. Ensure project compliance with all relevant federal, state, and local laws, regulations, ordinances, codes and policies, and Bureau/Office policies and procedures.
4. Perform as project Engineer of Record or project manager on capital and public infrastructure projects within area of specialization; establish priorities, track budgets and schedules, develop

work processes and procedures to meet goals, and direct work of professional and technical staff, consultants, and contractors.

5. Draft competitive bidding documents; assist in the bidding and awarding of contracts; administer contracts and approve payments to contractors.
6. Provide input for annual Bureau/Office plan and budget development, and policy, processes, and standards; participate in development of standards and policies in area of specialization.
7. Coordinate with federal, state, county, and local agencies to ensure requirements, permits, notifications, and hearings are completed on schedule.
8. Prepare and process required documentation for assigned projects; ensure maintenance of detailed records of project activities, findings, progress, and results; prepare design drawings, and specifications, engineering studies, technical reports, documentation, and other correspondence.
9. Participate in committees, task groups, community outreach, and meetings.

### **SUPERVISION RECEIVED AND EXERCISED**

The work of this classification is performed under general supervision by an Engineering Supervisor, Engineering Manager, or other management-level position.

This classification has no supervisory responsibilities, but may lead and provide oversight to professional and technical engineering positions and other staff depending on the project.

### **KNOWLEDGE/SKILLS/ABILITIES REQUIRED**

1. Knowledge and understanding of engineering theory, principles, practices, costs, construction techniques, trends, regulations, standards, equipment, and materials related to the area of specialization or organizational unit.
2. Knowledge of engineering administration, project and program planning and management, organization principles, and management fundamentals and methods.
3. Knowledge of budgeting, scheduling, cost control, safety, and administrative practices.
4. Knowledge of relevant laws, statutes, regulations, and policies that pertain to the area of specialization or unit, and the ability to interpret and apply them.
5. Knowledge of information technology and computer capabilities applicable to engineering, design, project management, and business aspects of the area of specialization or unit.
6. Ability to oversee, lead, train, and evaluate the work of non-technical, technical, and professional staff.
7. Ability to establish and maintain effective working relationships with management, staff, and others encountered in the course of work.
8. Ability to communicate effectively, both verbally and in writing, to management, technical, and non-technical staff.
9. Ability to develop, review, authorize, and interpret technical engineering plans and specifications.
10. Ability to operate engineering field equipment and instruments related to the area of specialization or unit.
11. Ability to utilize engineering- and City-specific software, and general office software.

### **MINIMUM QUALIFICATIONS REQUIRED**

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

**Education/Training:** Bachelor of Science degree from an accredited college or university in engineering, and engineering course work in the discipline related to the assigned Bureau/Office or organizational unit for some positions;

AND

**Experience:** Five (5) years of progressively responsible experience in professional engineering.

**Special Requirements and/or Qualifications:**

Professional Engineering (PE) License, Oregon State Board of Engineering Examiners and Licensed Surveyors (OSBEELS).

Specific licensure or certification in the appropriate field may be required for certain positions.

A valid state driver's license may be required for some positions.

**Preferred Qualifications:**

Experience in public administration, project management, or asset management.

Minimum Salary: xxxxx per [pay period, month, annual]

Maximum Salary: yyyyy per [pay period, month, annual]

Bargaining Unit: Non-represented

FLSA Status: Exempt

HISTORY

Revision Dates: