

City of Portland

## CLASS SPECIFICATION

### ENGINEER III

[**CLASS CODE**]

[**ESTABLISHED DATE**]

#### **CLASSIFICATION SUMMARY**

Reports to an Engineering Supervisor, Engineering Manager, or other management- or executive-level position. Under limited supervision, participates in and may supervise 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 large organizational unit 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; oversees completion of projects; providing project management and guidance to project staff; signing and sealing final plans.

#### **DISTINGUISHING CHARACTERISTICS**

Engineer III is the highest of three classifications in the Engineer series.

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

Engineer III is distinguished from Engineering Supervisor in that the latter performs full scope supervision of at least four employees, including one Engineer I, II, or III, and the former leads or oversees complex projects and may supervise technical/administrative staff and/or a small team of Engineers.

#### **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. Plan, organize, integrate, and evaluate the work of organizational units involved with the planning and design of engineering projects; adopt and integrate information technologies; perform reviews of technical modeling and analysis documentation; work with group division managers to align objectives and coordinate efforts between units; oversee, organize, and supervise the planning, design, and construction of projects; sign and seal final plans.
2. Review and oversee 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. Provide technical and policy input on projects; review, evaluate, and make key project decisions requiring high-level authority and experience.

4. Brief Bureau/Office leadership and City Council on project status and related matters; prepare presentations to obtain approvals for contracts, agreements, acquisitions, and other business in support of capital projects.
5. Plan, assign, and direct the performance and work of assigned project teams; provide input on regular performance reviews; train project staff; support safety programs to ensure a safe workplace.
6. Develop project scope, criteria, analysis methods, and documentation for assets, facility, and system plans; plan, organize, and oversee the progress of project teams working on complex projects.
7. Coordinate engineering projects and operations with other Bureaus/Offices and outside agencies.
8. Prepare annual project budgets, manage resource allocation, and analyze budget and cost recovery programs.
9. Review and approve permits, dedications, leases, and proposed uses of the Right-of-Way; provide direction on street use and closures.
10. Participate in local, state and national efforts to improve industry standards; assess impact of new standards and policies within the City.
11. Serve as subject matter expert and liaison with external partners and stakeholders; advise on policy and programs; respond to and resolve complaints from stakeholders and the public.
12. Research and prepare reports and presentations for executive management regarding project progress, issues of concern, and code, policy or rule revisions; anticipate and respond to citizen concerns relating to the program or project and associated repercussions and mitigations.
13. Create and promote an equitable workplace that demonstrates an environment respectful of living and working in a multicultural society.
14. Represent the Bureau/Office in committees, task groups, community outreach, and meetings.

#### **SUPERVISION RECEIVED AND EXERCISED**

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

This classification leads staff and may supervise a team of administrative/technical staff of any size or a small team including Engineer I or II positions, but less than four total staff.

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

1. Thorough knowledge of engineering theory, principles, practices, costs, construction techniques, trends, regulations, standards, equipment, and materials related to 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.
12. May require the ability to supervise a multicultural workforce, promote an equitable workplace environment, and apply equitable program practices to diverse and complex City services.

**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:** Six (6) 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.

**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: