

City of Portland

## CLASS SPECIFICATION

### CHIEF ENGINEER

[*CLASS CODE*]

[ESTABLISHED DATE]

#### **CLASSIFICATION SUMMARY**

Reports to a Director or other executive-level position. Under minimal direction, independently performs the full range of complex management activities relating to an engineering organizational unit, providing direction, planning, and execution of projects. Classification is exempt from Civil Service.

Responsibilities include: planning, organizing, directing, and evaluating relevant administrative policy, design, construction, and capital program planning and execution, and maintenance activities associated with the design and construction of Bureau/Office specific engineering projects; establishing organizational unit and project goals; setting performance standards; implementing work plans and strategies through subordinate supervisors and managers to achieve objectives.

#### **DISTINGUISHING CHARACTERISTICS**

Chief Engineer is a stand-alone classification in the executive-level management structure reporting to a Director or other executive-level position.

Chief Engineer is distinguished from Engineering Manager in that the former is responsible for an entire division and supervises subordinate Engineering Manager positions.

Chief Engineer is distinguished from the Manager series in that the former is responsible for managing and directing the engineering services of an assigned Bureau/Office and requires specialized knowledge and experience.

#### **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, control, and evaluate the work of organizational units; work with management-level personnel to develop, implement, and monitor work plans and strategies to achieve Bureau/Office goals.
2. Coordinate development and execution of project plans, designs, and standards; coordinate with project stakeholders to ensure operations remain on schedule and budget; direct, organize, supervise, review, and suggest revisions for project plans, design, construction, and management; manage staff, budget, schedules, and project scope.
3. Establish, maintain, and enforce engineering and technical standards for design and construction projects; ensure project completion is in accordance with work plans, and compliance with all applicable federal, state, and local laws, regulations, ordinances, codes, and policies, and Bureau/Office policies and principles.
4. Work with the Director and management-level personnel to ensure the unit is aligned with the Bureau/Office's goals and strategies.
5. Direct preparation of the annual, multi-year Capital Improvement Program and associated budget documents.

6. Coordinate projects and operations with other affected Bureaus/Offices, stakeholders, external agencies, and other jurisdictions.
7. Represent the Bureau/Office before City Council, other agencies, boards, commissions, and public and private groups regarding programs, projects, and policies.
8. Direct preparation of management reports for subordinate engineering staff, executive management, City Council, and others regarding operational programs, construction projects, and progress reporting; provide recommendations for program changes and code, policy, or rule revisions.
9. Coordinate, negotiate, and report on behalf of the Bureau/Office with regulators from local, state, or federal agencies.
10. Provide leadership to attract, develop, and retain diverse, highly competent, service-oriented staff that support the City's and Bureau/Office's mission, objectives, and service expectations; create and promote an equitable workplace that demonstrates an environment respectful of living and working in a multicultural society; ensure that employees are provided with guidance and opportunity to correct deficiencies, and appropriate discipline procedures are implemented.

### **SUPERVISION RECEIVED AND EXERCISED**

The work of this classification is performed under minimal direction by a Director or Deputy Director.

Directly supervises a minimum of four (4) employees, including a minimum of two (2) Engineering Manager or Engineering Supervisor positions. Indirectly supervises employees reporting to subordinate supervisors and managers.

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

1. Thorough knowledge of engineering management, design, operations, construction, surveying, and asset assignment; construction techniques, materials, costs, testing, regulations, trends, and equipment.
2. Thorough knowledge of engineering administration, planning, organization principles, and program planning techniques.
3. Thorough knowledge of the principles and practices of leadership, operational and strategic planning, business communication, public administration, program evaluation, and budget preparation and administration, and fields related to the mission and purpose of the Division and Bureau/Office.
4. Thorough knowledge of safety and environmental regulations, laws, and practices governing operational activities and environmental effects and their mitigation.
5. Thorough knowledge of principles of management, supervision, training, and performance evaluation.
6. Knowledge of relevant federal, state, and local laws, statutes, regulations, and ordinances, and the ability to analyze, interpret, explain, and apply them.
7. Knowledge of budget development and management, personnel management, cost control, and administrative practices and policies.
8. Knowledge of information technology applicable to engineering, design, project management, and business aspects of the organizational unit.
9. Ability to direct and review the preparation and interpretation of engineering plans and specifications, codes, regulations, and complex technical documents.
10. Ability to communicate effectively, both verbally and in writing; present information, proposals, and recommendations clearly and persuasively in public settings; communicate scientific and technical matters to non-technical individuals, including elected officials and policy makers.
11. Ability to collaborate with communities of color and people traditionally underrepresented in local decision-making; facilitate inclusive participation in programs and activities; communicate cross-culturally.

12. Ability to manage a multicultural workforce, promote an equitable workplace environment, and apply equitable program practices to diverse and complex City services.
13. Ability to navigate sensitive political environments.
14. 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 Division;

AND

**Experience:** Twelve (12) years of progressively responsible experience in professional engineering, including four (4) years of supervisory experience.

**Special Requirements and/or Qualifications:**

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

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

**Preferred Qualifications:**

Experience working for a public agency, or experience in 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: