

City of Portland

CLASS SPECIFICATION
ENGINEERING MANAGER

[**CLASS CODE**]

[**ESTABLISHED DATE**]

CLASSIFICATION SUMMARY

Reports to a Manager III, Chief Engineer or other executive-level position. Under minimal direction, provides professional and managerial guidance and direction to supervisors and staff of one or more engineering organizational units.

Responsibilities include: planning, organizing, integrating, and directing the full range of complex professional engineering and management work relating to areas of specialization; overseeing all activities and projects within assigned organizational units; managing staff, budget, schedules, and project scopes; establishing unit and project goals; setting performance standards; implementing work plans and strategies by directing the activities of subordinate supervisors and managers to achieve objectives and complete projects.

DISTINGUISHING CHARACTERISTICS

Engineering Manager is a management-level classification.

Engineering Manager is distinguished from Engineering Supervisor in that the former sets direction, goals, and performance standards for larger or multiple organizational units, and must have subordinate supervisors.

Engineering Manager is distinguished from the Manager series in that the former provides professional guidance to one or more engineering organizational units and requires specialized education, training, and/or experience.

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

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. Collaborate with senior management in preparing strategic plans and annual work plans; develop, implement, improve, and evaluate engineering programs, projects, workflow, methods, and work products in accordance with Bureau/Office plans, budgets, and policies; perform specialized financial, revenue, budgetary, and management studies and analyses.
2. Assist in budget development and administration, including forecasting resources needed for staffing, equipment, materials, and supplies; monitor budget to actual revenues and expenditures and suggest mid-year or other adjustments.
3. Coordinate development and completion of engineering, construction, and design 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 scope of projects.

4. Plan, organize, and manage the work of staff, including developing and implementing staff work plans to achieve mission, goals, and performance measures.
5. Manage and direct the development, implementation, and evaluation of work programs, plans, processes, systems, and procedures.
6. Develop and establish performance requirements and personal development targets for staff, regularly monitor performance and provide coaching for improvement and development; evaluate performance and complete annual performance reviews.
7. 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.
8. Ensure project completion 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 procedures.
9. Establish guidelines for deliverables; approve planning documents and issue recommendations to management; oversee the development of comprehensive standard operating procedures.
10. Attend public meetings to assist with making presentations, conducting community outreach, providing assistance to City Council, and responding to sensitive citizen and media questions, feedback, and request for information.

SUPERVISION RECEIVED AND EXERCISED

The work of this classification is performed under minimal direction by a Chief Engineer or other executive-level position.

Directly supervises a minimum of four (4) employees, including an Engineering Supervisor or a minimum of two (2) professional engineering positions. Indirectly supervises staff assigned to subordinate supervisors.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED

1. Thorough knowledge and understanding of engineering theory, principles, practices, costs, construction techniques, trends, regulations, standards, equipment, and materials related to area of specialization or organizational unit.
2. Thorough knowledge of engineering administration, project and program planning and management, organization principles, and management fundamentals and methods.
3. Knowledge of the principles and practices of leadership, operational and strategic planning, business communication, public administration, program evaluation, budget preparation and administration, and fields related to the mission and purpose of the organizational unit(s) and Bureau/Office.
4. Knowledge of principles of management, supervision, training, and performance evaluation.
5. Knowledge of budgeting, scheduling, cost control, safety, and administrative practices.
6. Knowledge of relevant federal, state, and local laws, statutes, regulations, and ordinances and the ability to interpret, explain, and apply them.
7. Knowledge of information technology applicable to engineering, design, project management, and business aspects of the area of specialization or unit.
8. Ability to communicate effectively, both verbally and in writing; present information, proposals, and recommendations clearly and persuasively in public settings.
9. Ability to establish and maintain effective working relationships with those contacted in the course of work; demonstrate tact, diplomacy, and patience, and gain cooperation through discussion and collaboration.

10. 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.
11. Ability to manage a multicultural workforce, promote an equitable workplace environment, and apply equitable program practices to diverse and complex City services.
12. Ability to supervise and direct the work of non-technical, technical, professional, and supervisory staff.
13. Ability to develop, review, authorize, and interpret technical engineering plans and specifications.
14. Ability to operate engineering field equipment and instruments related to the area of specialization or unit.
15. 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: Ten (10) years of progressively responsible experience in professional engineering, including three (3) years of supervisory experience.

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 certain 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: