

City of Portland

CLASS SPECIFICATION
ENGINEERING SUPERVISOR

[CLASS CODE]

[ESTABLISHED DATE]

CLASSIFICATION SUMMARY

Reports to an Engineering Manager, or other management- or executive-level position. Under general direction, supervises the completion of large, complex engineering and construction projects, including reviewing designs and plans for compliance with building codes and engineering standards of practice.

Responsibilities include: planning, directing, and reviewing the work of an organizational unit; managing staff workload; establishing performance requirements and technical standards; overseeing Bureau/Office engineering projects or services; managing the planning, designing, and construction of City projects and utilities; providing professional engineering and technical guidance, and supervision to staff; collaborating with other engineering staff to deliver services, develop policies and procedures, complete projects, and signing and sealing final plans.

DISTINGUISHING CHARACTERISTICS

Engineering Supervisor is a supervisory classification.

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

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

Engineering Supervisor is distinguished from the Supervisor series in that the former has responsibility for the completion of engineering and construction projects and requires specialized education, training, and/or 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. Supervise the work of engineers and staff within an organizational unit, exercising technical and administrative oversight; independently perform the full range of professional engineering work assignments; provide project direction and planning.
2. Plan, supervise, and oversee the work of professional and technical staff within a unit; assign work to subordinate staff; review plans, documents, budgets, schedules, and project reports; sign and seal final plans.
3. Supervise staff, including establishing performance expectations and goals for the unit; recruit and hire staff to meet project delivery goals; provide instruction for performance improvement and development; evaluate performance and complete annual performance reviews; recommend discipline as necessary.

4. Serve as project manager on construction projects; establish priorities, track project budgets and schedules, develop work processes and procedures to meet goals, and direct work of professional and technical staff, consultants, and contractors; administer contracts and approve payments to contractors.
5. Create and promote an equitable workplace that demonstrates an environment respectful of living and working in a multicultural society.
6. 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.
7. Establish and revise technical, quality assurance, and quality control standards for areas of specialization; perform reviews for conformance with technical, performance, and operation standards and practices.
8. Collaborate with unit management and staff to plan, organize, and direct resources to complete projects within defined budget and schedule; participate in development of competitive bidding documents, and bidding and awarding of contracts.
9. Establish budgets, estimate staffing and resource needs, purchase equipment, and approve expenditures.
10. Provide input for Bureau/Office plan and budget development, policies, processes, and standards; forecast number and types of staff needed to achieve Bureau/Office and unit goals; participate in development of standards and policies with respect to area of specialization.
11. Respond to requests for information, provide reports, and coordinate activities with other Bureaus/Offices and outside agencies and stakeholders.
12. Obtain and integrate stakeholder input on projects in planning, design, and construction; participate in steering groups and committees; represent unit and project in operational decisions.
13. Coordinate with federal, state, county, and local agencies to ensure engineering projects including requirements, permits, notifications, and hearings are completed on schedule.
14. Prepare and process required documentation for projects; ensure maintenance of records for project activities, findings, progress, and results; prepare design drawings and specifications, engineering studies, technical reports, memorandums, documentation, and correspondence.
15. Ensure overall readiness and redundancy for public works systems; coordinate emergency responses during utility incidents.

SUPERVISION RECEIVED AND EXERCISED

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

Directly supervises a minimum of four (4) employees, including a minimum of one (1) Engineer I, II, or III.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED

1. Thorough knowledge 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 principles and standards of leadership and employee supervision, including training, scheduling, and performance evaluation.
4. Knowledge of budgeting, scheduling, cost control, safety, and administrative practices.
5. 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.

6. Knowledge and understanding of information technology and computer capabilities applicable to engineering, design, project management, and business aspects of the area of specialization or unit.
7. Ability to develop, review, authorize, and interpret engineering technical plans and specifications.
8. Ability to operate engineering field equipment and instruments related to the area of specialization or unit.
9. Ability to supervise and direct staff of non-technical, technical, professional, and other staff.
10. Ability to establish and maintain effective working relationships with management, staff, and others encountered in the course of work.
11. Ability to supervise a multicultural workforce, promote an equitable workplace environment, and apply equitable program practices to diverse and complex City services.
12. Ability to communicate effectively, both verbally and in writing, to management, technical, and non-technical staff.
13. 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: Eight (8) years of progressively responsible experience in professional engineering, including two (2) years of experience in a supervisory role.

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: