

**POSITION TITLE:** *CIVIL ENGINEER II*  
**CLASSIFICATION:** ENGINEER  
**DEPARTMENT:** COMMUNITY DEVELOPMENT - ENGINEERING  
**STATUS:** EXEMPT, NON-REPRESENTED  
**SALARY GRADE:** GRADE 20  
**ADOPTED:** SEPTEMBER, 2003

**PURPOSE OF POSITION:**

Manages all aspects of public and privately financed infrastructure construction projects on behalf of the City. Performs civil engineering, project management, inspection, and development review functions within the Engineering Division of Community Development and Public Works Departments. Assists Community Development Director and Assistant City Engineer as needed and assigned.

**ESSENTIAL JOB FUNCTIONS:**

The essential functions include but are not limited to the following duties and responsibilities, which are listed in no particular order of importance:

Performs project management duties including preparation of contract documents, cost estimates, administers the capital project bid procedure, conducts pre-construction conferences, issues "Notice to Proceed" on behalf of the City Engineer, processes pay estimates and change orders, and ensures compliance with prevailing wage laws.

Assists inspection staff with assessing site conditions and problem solving. May assist City Engineer in administering the Public Works Inspection Program.

Supervises and prepares construction plans, specifications, cost estimates and contract documents for City projects including streets, water source and distribution systems, sanitary and storm sewer collection and treatment systems, and other public improvements. Researches alternative physical layouts, prepares preliminary and final designs.

Performs specific engineering activities in the areas of design, construction inspection, project management, right-of-way, etc.

May perform development proposal review or otherwise assist technical staff with the private development of public facilities. Checks for compliance with codes, ordinances, and regulations as well as engineering specifications.

Performs engineering calculations and analysis for plans, layouts, designs, and construction materials. Prepares other technical studies; such as cost estimates, materials evaluations, and construction methods.

Reviews drafting and survey information to verify design against actual field conditions. Consults with the public, private engineers, contractors, landowners, and other interested persons concerning construction and maintenance of streets, sidewalks, sewers, and other public works.

Develops and maintains engineering standards and specifications as they apply to construction applications.

Assists in the training of other City personnel in public works design and construction techniques.

**JOB QUALIFICATION REQUIREMENTS:**

Requires knowledge of civil engineering theory, principles, and practices as they relate to the implementation of public works improvements. Ability to use engineering and survey equipment including computers, calculators, and design software as well as basic software applications such as spreadsheets, databases, and word processors. Ability to communicate technical concepts to lay persons and others in the engineering profession.

Incumbents typically have a bachelor's degree in civil engineering from an accredited college or university, demonstrated experience (4 years minimum) in civil and/or municipal engineering, and are licensed as a Professional Engineer (PE) in the State of Oregon or have the ability to obtain within 6 months of employment. However, a combination of education and/or experience which demonstrates the ability to perform the necessary job functions may be substituted for the education and PE requirements.

**SUPERVISORY RESPONSIBILITIES:**

Assists City Engineer and Assistant City Engineer with directing work of technical and inspection staff.

**SUPERVISION RECEIVED:**

Works under direct supervision of the Assistant City Engineer.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed mostly in an office setting although outdoor work is also required in the inspection of various land developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate drafting instruments, computers and various pieces of office and field equipment.

While performing the duties of this job, the employee is often required to sit, stand, walk, use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms, speak, and hear. The employee is occasionally required to climb or balance, stoop, kneel, crouch, crawl, and smell.

The employee may occasionally lift and/or move up to 50-75 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential function of this job. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, noise and vibrations.

The noise level in the work environment is usually quiet to moderate.