



CLASSIFICATION NO. 298

Established: 3/91

Revised: 4/94

FLSA: Exempt

EEO: 2

## **CIVIL ENGINEER, SENIOR**

### **CLASS CHARACTERISTICS**

Under direction, to plan, organize, coordinate and oversee the design, construction and inspection of public works or related projects; to lead or coordinate the work of assigned personnel or contracted services; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Civil Engineer, Senior is responsible for all phases of a major engineering project or function. Incumbents are registered professional engineers within the State of Oregon and perform professional engineering work in the planning, design and construction of structures and facilities. Positions are located in the Transportation and Development or Utilities Department.

The Civil Engineer, Senior differs from the Civil Engineer which performs professional engineering work, but does not have significant project management or lead work responsibilities.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Directs short and long range planning studies on the feasibility of proposed projects; modifies and/or updates existing agreements, contract standards, specifications and other documents to comply with laws and regulations; develops, recommends and implements programs, policies and procedures.
2. Oversees, designs and prepares engineering plans and specifications for capital improvement, local improvement and assessment district projects; schedules project activities; oversees work of contractors.
3. Develops bid specifications for Requests for Proposals or Qualifications; solicits, reviews and recommends selection of bids; pre-qualifies and recommends engineers and contractors for projects; reviews project proposals and qualifications of contractors and contract personnel.
4. Prepares, negotiates and administers contracts and interagency cooperation agreements; monitors contract expenditures and progress of construction or project; ensures compliance with terms and conditions of agreement; approves change orders and authorizes partial and final payments; serves as liaison with service providers.

5. Plans and coordinates the work of engineering consultants and/or professional and technical engineering staff; assists in performance or service evaluations; recommends progressive discipline; conducts staff training.
6. Oversees and coordinates the preparation of reports, environmental impact studies and assessments, project cost estimates and reimbursement billings for federal, county and city capital improvement projects.
7. Coordinates, prepares and submits grant applications; ensures compliance with grant reporting requirements; serves as liaison with granting agency.
8. Analyzes pending legislation and proposed administrative rules impacting department engineering policies, practices and expenditures; assists in preparing department position on legislative and governmental issues; participates in lobbying efforts.

### **REQUIRED KNOWLEDGE AND SKILLS**

Thorough knowledge of: Principles and practices of civil, sanitary and traffic engineering; algebra, geometry, trigonometry and calculus; geology as applied to road and facility construction; hydrology and hydraulics as applied to the capacity of water distribution and sewage treatment equipment and facilities; overflow and inlet design; engineering computer software applications; drafting practices and techniques; structural materials, their strengths and methods for testing; surveying processes and techniques; principles of project management and contract administration; pavement design; pavement management systems.

Working knowledge of: Principles and practices of public administration, legislative processes and local government operation; contract and grant preparation, negotiation and administration; basic techniques of supervision.

Skill to: Communicate effectively, both orally and in writing; apply engineering principles and practices to the design, preparation and evaluation of engineering plans and specifications; coordinate and oversee the construction and maintenance of capital improvement and related projects; analyze issues and problems from multiple perspectives; identify alternative solutions and recommend appropriate action; train and oversee assigned personnel; prepare and interpret contracts, grants, legislation, reports and technical correspondence; establish and maintain effective working relationships with elected officials, lobbyists, County employees contractors and the public.

### **WORKING CONDITIONS**

Occasional duties in the field require walking, twisting, balancing, and involve exposure to inclement weather, noise, and slippery and/or uneven terrain.

### **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

**Experience:** A minimum of two (2) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

**Licenses/Certifications:**

The following licensure/certifications are required at the time of hire.

- Certificate of Registration as a Professional Engineer in the State of Oregon.  
(Registration in another state acquired by examination will temporarily fulfill this requirement provided Oregon registration can be obtained within one year of employment.)

**PRE-EMPLOYMENT REQUIREMENTS**

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.

Edited: 1/17