

CITY ENGINEER

\$88,044 to \$116,133 DOE PLUS EXCELLENT BENEFITS

Up to \$10,000 moving and housing assistance is available.

The City of Hood River is located in the Columbia Gorge National Scenic Area. Hood River's permanent population is 8,250 but swells to over 20,000 on summer weekends.

New residents of Hood River quickly discover the city has much to offer. Activities range from leisurely to a wide range of active sports, and much in between. The more adventurous seek out surrounding areas including mountain peaks for various snow-sports, trails for mountain biking and hiking, or world-renowned wind sports and other water sports.

The City firmly believes in and supports a healthy work life balance. Flexible schedules and some remote work options are available. Relationship building and ability to develop trust and respect throughout the community is vital.

The City Engineer reports to the Public Works Director and manages the City's Engineering Division and its respective programs and projects. This includes the City's Capital Improvement Program and Development Review. The position reviews and approves complex civil engineering construction and private development engineering plans and documents for conformance to City design and construction standards, codes and ordinances; performs overall supervision and review of detailed and complex engineering calculations, plans, specifications, and required submittals for private development projects, such as street, water distribution, sewer collection, and storm drainage systems.

Qualifications - Bachelor's degree in Civil Engineering or related field, and minimum 3 years related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. Ability to possess and maintain a valid driver's license. Registered Professional Engineer in Oregon or must be able to obtain through reciprocity.



CITY OF HOOD RIVER

Administration Department

211 2nd Street, Hood River, OR 97031 Phone: (541) 386-1488

Job Description City Engineer

Department: Administration
Reports to: Public Works Director
Classification: Permanent, Full-time, Exempt
Salary Scale: General Service

PRIMARY RESPONSIBILITY

This position plans, organizes and directs the City's Engineering Division and its respective programs and projects, which include the City's Capital Improvement Plan and Development Review. Provides quality control/quality assurance review of engineering plans and reports. Administers development review and engineering permitting program. Oversees special City engineering projects. Communicates with regulatory agencies, municipalities, other jurisdictions, citizens, contractors, and developers to resolve engineering issues. Provides engineering support and technical expertise as part of the City's leadership team. This position requires complex applicable project management, problem solving and independent judgment and decision making appropriate for a professional engineering position.

Reviews and approves complex civil engineering construction and private development engineering plans and documents for conformance to City design and construction standards, codes, and ordinances; performs overall supervision and review of detailed and complex engineering calculations, plans, specifications, and required submittals for private development projects, such as street, water distribution, sewer collection, and storm drainage system.

SUPERVISION RECEIVED AND EXERCISED

This position works under the direction of the Public Works Director. Expected to manage professional contracts within the Engineering Division and supervise the Development Engineer and other select staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

It is understood that the City Engineer may not perform all duties listed within the job description, but may manage contractual services, or future support staff depending on growth, for the duties outside of their specialty, certifications, or capacity.

1. Manages engineering design services for capital improvement projects including determining project criteria, schedules, cost estimates, format, and contract specifications; coordinates other departments involved.
2. Oversees professional service contracts for capital improvement projects, development review, and technical studies including determining project scope, schedules, consultant criteria and selection; administers consulting contracts.
3. Manages the function of the capital improvement project delivery staff, providing engineering and construction expertise to staff and consulting engineers for implementing the City's Capital Improvement Plan.

4. Manages the functions of the development review process including supervising engineering development consultants, providing civil and transportation engineering expertise to staff and consulting engineers for private developers and the City's Planning and Building Departments.
5. Works collaboratively with all City development functions to streamline services, provide predictable and timely review and excellent customer service.
6. Prepares reports to disseminate information to elected officials concerning local and regional issues including determining report content and format.
7. Serves as City representative in regional organizations including advocating City policies and scheduling City Council briefing on regional and local issues.
8. Assists Finance in the development of Engineering Division and project budgets.
9. Manages special City projects and programs including capital improvements and engineering studies. Prepares reports and makes presentations to the City Council, Citizen Budget Committee, and others.
10. Performs other duties of a similar nature or level.
11. Conducts inspections of work-in-progress and ensures projects are completed in compliance with applicable codes, regulations, and standards.
12. Evaluates storm, road, drainage, and other utilities as well as general site work for private construction projects and work performed in City right-of-way for compliance with applicable City codes, ordinances, and regulations; reviews and/or prepares street and sewer construction cost estimates.
13. Develops agendas, organizes meetings, prepares staff reports, communicates official plans, policies and procedures to staff and the general public; makes private and public presentations to supervisors, boards, commissions, civic groups and the general public
14. Responds to questions and complaints from the public concerning drainage, private construction, and other related issues.

QUALIFICATIONS

Knowledge of:

- Management theories and principles.
- Budgeting theories and principles.
- Civil engineering theories and principles.
- Mathematics and science, e.g., mathematics, physics, chemistry, engineering, hydraulics and hydrology.
- Construction theories and principles.
- Contract management.
- Local, state, and federal laws, regulations and ordinances governing engineering projects.
- Reporting responsibilities to regulating agencies.
- Technical report writing.
- Problem resolution techniques.
- Personal computers and related software applications
- Public Works and Operations
- Municipal Utility Systems
- Low Impact Development
- Stormwater Management
- Traffic Engineering
- Erosion Control

ADDITIONAL SKILLS AND ABILITIES

Work as a team member and to cultivate a team climate. • Analyze and evaluate operations and develop and implement corrective action to resolve problems. • Plan, organize and oversee multiple assignments and evaluate the work of others. • Effective communication is a major skill and ability for this position. Must have the ability to listen, understand and be understood by the customers, stakeholders and peer group. • Apply management theories and practices. • Apply engineering theories and practices. • Manage projects. • Prepare budgets. • Write technical reports. • Resolve conflicts. • Make presentations. • Provide high quality customer service. • Comply with safety requirements of the position and actively promote safe work practices. • Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is with a bachelor’s degree in Civil Engineering or related field, Professional Civil Engineer license and minimum 3 years related experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.


Licensing and Other Requirements:

Ability to possess and maintain a valid driver’s license.
Required to be a Registered Professional Engineer in Oregon or must be able to obtain through reciprocity. May be required to work evenings and weekends. Duties will occasionally involve dealing with distraught or difficult individuals and attending meetings or activities outside normal working hours.

Physical and Mental Demands:

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

The City of Hood River is an Equal Opportunity Employer, in compliance with the Americans with Disabilities Act; the City of Hood River will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Approved: City Manager 
Abigail Elder (Feb 3, 2023 14:07 PST)

Date: Feb 3, 2023