



**ORGANIZATION:** City of Lincoln City  
**JOB TITLE:** Engineer  
**FLSA STATUS:** Exempt, Grade 15  
**UNION:** AFSCME  
**UPDATED:** June 2014

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**PURPOSE OF POSITION:** Perform field and office civil engineering work in the planning, design and construction of public works and related projects, including capital improvement projects, residential and commercial development.

**ESSENTIAL JOB FUNCTIONS:**

Conduct research and develop preliminary plans and designs for civil infrastructure projects. Assume varying degrees of responsibility for the engineering requirements in the areas of transportation, water distribution and supply, storm water, sewer conveyance, pump stations, bio solids and treatment, traffic operations and public safety. Prepare engineering plans and specifications and stamp plans, as applicable.

Perform project management duties, including preparing cost estimates and schedules, serving as liaison between the City and contractors/consultants, monitoring contracts and progress of work, keeping updated project records and making reports, interpreting design criteria.

Compile information and consult with other engineering staff to respond to citizens, such as researching engineering information for residents, developers, engineers and utility companies.

Use and maintain a variety of drafting, engineering and survey equipment, enter and retrieve data from computer and operate CAD equipment. Prepare maps, exhibits or graphic displays using GIS and/or CAD. Read and interpret engineering drawings, plans, maps and survey notes.

Collect field data using mapping-grade GPS and maintain records and maps. Create, compose, modifies, and edit GIS spatial and attribute data according to specifications and procedures.

Process right-of-way and public work permits, including the review of routine legal descriptions and administrative processes.

Participate in and independently perform segments in engineering planning for major capital construction and/or maintenance programs. Research historical information, codes and regulations and plan system and facilities requirements.

Assist with conducting, tabulating and analyzing engineering studies for public works infrastructure. Analyze and perform advanced engineering calculations to assess condition, volume, capacity, safety and other aspects for determining need to upgrade, repair or replace.

Participate in the development plan review process. Review developer plans for conformance with City standards and rules. Respond to developer inquiries about City requirements and procedures for development of various types of plans, including Single Family Residential dwellings, multi-family dwellings, commercial development and subdivision and planned unit developments.

Monitor and review progress of developer projects in areas such as work-in-progress to ensure compliance with contractual stipulations, applicable codes and statutes, arranging for and conducting scheduled and unscheduled inspections. May inspect construction project and installation and prepare inspection reports. Compile and maintain project records, numerical data, and documents.

Prepare special engineering research assignments. Present technical data and results for review by others, including committees. Prepare reports, charts, illustrations, and computer-aided simulations.

Use Microsoft Word and Excel, Caselle, Executime and other City programs and systems (for example, those used for purchasing and budgeting) to perform job duties. This includes using the City's e-mail system to engage in appropriate and professional communications internally and externally as needed to perform job duties.

Maintain professional, respectful and cooperative working relationships with City staff, other organizations and the general public.

Follow all safety rules and procedures for work areas. Correct and/or report unsafe conditions.

Other related duties as assigned.

**AUXILIARY JOB FUNCTIONS:** Provide assistance to other staff as workload and staffing levels dictate. Keep up-to-date and maintain proficiency in field of specialization by reading literature, attending conferences, training sessions and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

**JOB QUALIFICATION REQUIREMENTS:**

**MANDATORY REQUIREMENTS:** Bachelor's degree in civil, structural or a closely related engineering discipline and at least two years of relevant experience, such as plan review and/or construction management experience or any satisfactory combination of experience and training that demonstrates the knowledge, skills and abilities to perform the above duties. Requires technical writing skills sufficient to prepare project specifications and process documentation. Thorough knowledge of civil engineering theory, practice and standards; methods, materials and equipment used in public works construction/maintenance and engineering record keeping systems. Excellent verbal and written communication, including presentation skills, reasoning and analytical skills,

computer skills (including experience with CAD and ESRI/GIS), time management and customer service. Experience working directly with contractors.

**SPECIAL REQUIREMENTS/LICENSES:** Professional Engineering License (PE) from the Oregon Board of Examiners or Engineering and Land Surveying or another state required. If PE is from another state must be eligible and able to obtain an Oregon PE within the first year of employment. Possession of a valid OR driver's license.

**DESIRABLE REQUIREMENTS:** Oregon PE with Construction Management (CM). Previous experience working in or consulting with a municipal public works department. Bilingual: English/Spanish.

**PHYSICAL DEMANDS OF POSITION:** While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate and reach and manipulate objects, tools or controls. Infrequent entry to confined spaces may be required. The position requires mobility over a variety of terrain, including uneven terrain on an occasional basis. Duties involve moving materials weighing up to 10 pounds on a regular basis and occasionally up to 25 pounds. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard or calculator and other standard office equipment in an office setting and surveying equipment in the field.

**WORKING CONDITIONS:** Approximately 10% of the work period takes place outdoors with exposure to all types of weather conditions and terrains (such as construction sites). The remainder of the work period takes place under usual office working conditions where the noise level is typical of most office environments with telephones, personal interruptions, and background noises.

**SUPERVISORY RESPONSIBILITIES:** Supervision of others is not a typical assignment to this position.

**SUPERVISION RECEIVED:** Works under the general supervision of the City Engineer.