



CITY OF GRANTS PASS, OREGON CLASS SPECIFICATION

ENGINEERING PROJECTS SUPERVISOR

FLSA Status: Exempt
Bargaining Unit: Non-Bargaining
Salary Grade: UC5

CLASS SUMMARY:

The Engineering Projects Supervisor is the supervisory level of the Technical Support – Engineering Series. Incumbents are working supervisors responsible for conducting field inspections to determine completion of work against specifications and standards. Duties include development of capital projects, drafting, review and approval of contract construction consistent with engineering principles and standards, and pre-qualification of contractors consistent with State standards.

The Engineering Projects Supervisor is distinguished from the Engineering Technician by its responsibilities for the full range of supervisory duties including directing work, training and coaching, discipline, and performance evaluation.

TYPICAL CLASS ESSENTIAL DUTIES: These duties are a representative sample; position assignments may vary.

- Provides overall project management and supervises staff as assigned, including coordinating and directing work flow, making work assignments, training, making disciplinary and hiring recommendations, and conducting performance evaluations.
- Inspects for approval of all construction projects including capitol and developer-driven improvements, and conducts plan checks including civil drawings and, grading and erosion plans.
- Provides customer service by responding to complex inquiries from citizens, staff, other government agencies, and engineers.
- Inspects encroachment permits and contractor pre-qualification requests for permit approval.
- Performs other duties of a similar nature or level.

Training and Experience (positions in this class require):

An Associate's Degree and five years of directly related experience are required; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class require):

- Oregon Driver's License – Class C

Knowledge (positions in this class require):

Knowledge of:

- Surveying principles and practices;
- Municipal engineering principles and practices;

*Employees of the City of Grants Pass uphold the values of
Integrity, Vision, Accountability, Leadership, United and Excellence in our service to our community.*

- City Development Code;
- Conflict resolution;
- Effective and efficient public relations;
- Educational methods and instructional techniques;
- Personnel policies and procedures and labor contract provisions;
- Personal computers and related software programs;
- Applicable City policies and ordinances; and,
- Applicable Federal, State, and local laws, rules and regulations.

Skills (positions in this class require):

Skill in:

- Public speaking and presentation;
- Research and analysis related to City Code;
- Application of engineering concepts and technologies;
- Supervising staff;
- Engineering management;
- Using a computer and related software applications;
- Providing positive, effective leadership and supervision to staff;
- Appropriate and effective independent decision making;
- Supervision of staff;
- Maintaining confidentiality;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Physical Requirements:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, standing, walking, feeling, talking, hearing, and seeing, fingering and repetitive motion.

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.

Incumbents may be subjected to vibration, fumes, odors, dusts, extreme temperatures, work space restrictions, inadequate lighting, intense noise and travel.

Positions in this class require regular attendance and punctual employee presence. Incumbents may be required to work hours in excess of a 40-hour workweek, attend evening meetings and travel.

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. When job duties and responsibilities change and develop, this job description will be reviewed and is subject to change based on business needs of the City.

Classification History:

Adopted by Council July 2, 2008, Resolution No. 5379

Revised January 27, 2012