



Yamhill County
Public Works Department
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YAMHILL COUNTY BOARD OF COMMISSIONERS COVERSHEET

DATE: January 2, 2020
TO: Board of Commissioners
FROM: Mark Lago, Public Works Director
RE: Engineering Project Manager

BACKGROUND:

Bill Gilles has been the County Engineer for approximately 44 years and he would like to retire in the early spring of 2020. I have worked with the County Administrator, Human Resources, and the County Engineer to put together a job description and the appropriate pay scale for a new position called Engineering Project Manager (see attached job description). This position will have the same job duties and responsibilities as the County Engineer except it does not require an Oregon professional engineer or surveyor. The County will contract with a consultant when items require to be stamped by an engineer or surveyor. This might occur once or twice a year.

This position is not in the currently budget for 2019-2020 therefore, I am seeking position authority for 1.0 FTE. There are sufficient funds in the Road Fund to support this position in the current budget year and will be added to the proposed 2020-2021 budget.

STAFF RECOMMENDATION:

Approve the new position of Engineering Project Manager to replace the County Engineer.

FISCAL IMPACT:

Budget 2019-2020: Approximate salary plus benefits \$33,590 (March – June)
Budget 2020-2021: Approximate salary plus benefits \$100,774

ATTACHMENTS:

Engineering Project Manager job description

Accepted by Yamhill County
Board of Commissioners on
01/02/20 by Board Order
20-05



WORKING TITLE: ENGINEERING PROJECT MANAGER	CLASSIFICATION: ENGINEERING PROJECT MANAGER
DEPARTMENT: PUBLIC WORKS	DIVISION: PUBLIC WORKS
PAY RANGE: NBYCM 29	FLSA CATEGORY: EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 9410
PPE: PER WORK LOCATION	REVISION DATE: DECEMBER 2019

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Plans and directs the Engineering Division projects; supervises the design, construction, analysis, and inspections of road and bridge projects. Provides engineering assistance to department personnel. Develops and administers engineering programs, policies, budget and personnel activities and prepares plans, specifications and cost estimates for road and bridge construction programs and projects. Supervises Consultant Engineers performing preliminary and construction engineering projects for the County. Does related work as required and assigned.

SUPERVISION RECEIVED:

Works under the supervision of the Public Works Director with considerable independent judgement.

SUPERVISION EXERCISED:

Supervises staff of the Engineering Division and assigned personnel. May provide supervision to Road Division employees in the absence of Road Supervisors or Public Works Director.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Organizes, plans, and directs work of the Engineering Division in design and preparation of preliminary specifications and estimates for road and bridge projects.
- Prepares and approves standard specifications, drawings, cost estimates and bidding procedures for projects.
- Completes forms and drawings to obtain DSL, Corps of Engineer, NMFS, ODFW and other State and County permits.
- Prepares bids and requests for proposals for construction and professional contracts.
- Assists the Public Works Director in the preparation and updating of the County’s Public Works capital improvement plans, including presenting plans to advisory committees and the Board of Commissioners.

B.O. 20-05
Exhibit "A"

- Manages consulting, maintenance, construction and equipment contracts for roads, bridges and facilities. Determines need, prepares specifications, monitors performance, evaluates progress, prepares monthly cost estimates and authorizes payments.
- Administers the computerized Pavement Management System and prioritizes pavement maintenance and construction projects.
- Administers bridge maintenance management program. Manages federally required inspection program and monitors interim department inspections. Evaluates inspection results, determines and prioritizes maintenance and repair projects.
- Supervises the maintenance of the road information database (Integrated Road Information System).
- Directly supervises Engineering Division personnel. Plans, organizes, prioritizes, assigns, and reviews the work of staff. Establishes work goals and project plans.
- Reviews subordinate work for conformance with established policies, procedures, standards, techniques, and Oregon revised statutes.
- Prepares performance evaluations for assigned employees. Provides guidance to subordinate employees for overall performance improvement and career development.
- Supervises inspection and contract administration of projects.
- Gathers or assembles data and information necessary for formulation of reports, policies and operating procedures.
- Conducts traffic, hydraulic, and structural engineering studies for analysis and recommendations.
- Performs supervisory role for inspection and approval of County right-of-way permits.
- Confers with the public regarding complaints and inquiries regarding departmental activity, policies, standards and procedures.
- Develops and maintains appropriate, relevant professional relationships with co-workers and other agencies.
- Seeks and prepares grants for road work, bridge projects, bicycle lanes and other projects as they become available.
- Maintains liaison coordination and cooperation with relevant state and federal agencies.
- Trains and supervises engineer interns as required.
- Performs all other duties as assigned.

JOB SPECIFICATION

KNOWLEDGE OF:

- Civil engineering principles and methods.
- Practices and procedures as applied to roads, bridges, traffic controls, and facilities.
- Traffic engineering principles and methods.
- Bridge inspection reports.
- Engineering specifications and standards practices.
- Layout, construction, and maintenance of County roads.
- Laws, codes, regulations, and ordinances applied to design and construction of County road projects.
- Material testing and analysis.
- Application of computer-related programs to engineering design work.
- Procurement, purchasing rules, and budget preparation.

SKILL IN:

- Reading and interpreting engineering plans and specifications.
- Communicating, both orally and in writing.
- Performing accurate mathematic calculations.
- Developing and maintaining appropriate, relevant professional relationships.

ABILITY TO:

- Conduct engineering studies.
- Organize, plan, and direct work of personnel.
- Gather and assemble data for concise reports.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

Bachelor's degree in civil engineering or related field AND five years of progressively responsible relevant experience in the practice of civil engineering, including three years of direct supervisory experience. Experience must be relevant to administration and management from concept to design to completed project. Any satisfactory equivalent combination of experience and training which ensures ability to perform the work may substitute for the above.

Current Oregon Registration as a Professional Engineer is desirable.

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon. Will be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

Work performed in a general office or field environment. Office environment: uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Incumbent may encounter frequent interruptions throughout the work day. Fieldwork includes working in a variety of inclement weather conditions, sometime working in close proximity to roadway traffic. Occasionally may traverse rough and uneven terrain. May be required to work flexible schedules and long hours throughout the year, especially during construction season (May through October). Some work involves short time frames with inflexible deadlines.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds regularly and 30 pounds occasionally.

Contact with the public in office environments may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

The physical demands 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.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.