



# Josephine County, Oregon

## Human Resources Office

Josephine County Courthouse  
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### POSITION DESCRIPTION

Job Title: Engineering Program Supervisor  
Department: Public Works  
FLSA Status: Exempt  
Job Code: 3462  
WC Code: 9410  
Effective Date: October 10, 2006  
Last Revised: August 30, 2018  
Pay Grade: N18  
Union: Non-Union (Supervisory)

#### SUMMARY

Performs professional civil engineering tasks in the planning, design, construction and maintenance of Public Works projects; does related work as required. An employee in this classification is responsible for engineering design and development of projects; preparation of contract specifications; contract administration and research investigations. Work is performed under the general supervision of the Public Works Director who reviews work for compliance with the principles and practices of civil engineering and with applicable laws, rules and regulations, as well as for results attained. Supervision is provided to Engineering Technicians.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative only. Any single position in this classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Performs engineering design and development of roads, storm sewers, sanitary sewers, water lines, lagoons, sanitary landfills and other types of public works facilities.
2. Prepares engineering drawings, plans and requirements for engineering projects; assembles survey information including maps, notes, descriptions, specifications and computations.
3. Develops cost analyses and cost estimates for public works projects, including labor, materials, subcontracting and right of way costs. Prepares contract specifications for bidding of Public Works facilities.
4. Administers contracts for Public Works projects which consist of preparing pay estimates and miscellaneous contract related letters; attends pre-construction meetings with contractor and other interested parties to answer questions regarding design and contract specifications.
5. Reviews Public Works project construction plans and specifications submitted by outside engineers and/or surveyors for compliance with County standards and engineering practices.
6. Reviews storm drainage and run-off studies for various size drainage basins for bridge and culvert designs.

7. Interprets design requirements to private engineers, land surveyors and developers.
8. Provides consultation and professional/technical assistance to other professional and technical staff members in such areas as: road and bridge construction, operation, and maintenance; engineering design, and construction.
9. Interprets and applies road and bridge, engineering, solid waste and environmental, and fleet related laws and regulations. Assists in assuring that contracts, intergovernmental agreements, letters of agreement, and other legal agreements are properly negotiated, developed and administered for programs within the Division.
10. Supervises subordinate employees including assigning and reviewing work, evaluating performance, training, taking necessary disciplinary action and recommending on hiring and termination decisions.

#### SUPERVISORY RESPONSIBILITIES

Supervises subordinate employees including assigning and reviewing work, evaluating performance, training, taking necessary disciplinary action and recommending on hiring and termination decisions.

#### QUALIFICATIONS

Considerable knowledge of the principles and practices of civil engineering; the laws, rules, regulations, codes and ordinances applied to the design and construction of public works facilities. Ability to perform complex mathematical and engineering computations; prepare engineering plans and specifications; assign and review the work of others; communicate effectively both verbally and in writing, make public presentations of technical, and complex information; interpret and apply laws, codes and ordinances; establish and maintain effective working relationships with County and city departments, outside engineers, surveyors, contractors and the general public.

#### EDUCATION AND EXPERIENCE

Bachelor's degree in Engineering, Surveying, or related field is minimum educational requirement; and four years progressively responsible experience in Engineering and/or land surveying with at least one year supervisory experience; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described duties.

#### JOB IMPACT

Consequence of error could result in financial loss and exposure to lawsuit from property damage or personal injury due to facility design error. Problems encountered generally revolve around applying engineering practices and principles, laws, policies and standards in the design and development of various Public Works facilities.

#### JOB CONTACTS

Contacts are with the County Planning Department, City departments, other local agencies, private engineers, surveyors, contractors, developers and the general public to coordinate projects and answer questions.

#### LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

#### MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

#### REASONING ABILITIES

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

#### OTHER SKILLS AND ABILITIES

The use of drafting and engineering equipment.

#### CERTIFICATES, LICENSES, REGISTRATIONS

This position requires the possession of a certification as a Professional Land Survey or Professional Engineer. Possession of or ability to obtain a valid Oregon Driver's License; safe driving record.

#### BACKGROUND INVESTIGATION

Those employed in this position may be subject to a background investigation including criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

#### WORK ENVIRONMENT

Work is performed in both an office environment and frequently in the field when reviewing project construction. The position is impacted by heavy or uncontrollable work flow; the need for extreme accuracy or precision; the need for attention to fine detail; and the need to constantly shift attention before tasks are complete.

#### PHYSICAL REQUIREMENTS

The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee frequently is required to stand, sit, and walk for long periods of time. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. At times a person in this position will be exposed to extreme weather conditions. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

# PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Crawling - hands & knees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	<b># of pounds 50lbs</b>			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Speech, Vision &amp; Hearing</b>					
<input checked="" type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>			
<input checked="" type="checkbox"/>	Distinguish shades	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>			
<input checked="" type="checkbox"/>	Depth perception	Describe: Job Sites/Surveying/Drawings/Plans			
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level:			
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:			
<b>Exposure - Environmental Factors</b>					
<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Smoke	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Vibration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Chemical Solutions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Uneven Area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Ladder/Scaffold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Body Fluids	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>