



Job Announcement for the position of
Engineering Services Manager
Community Development Center
City of McMinnville

Salary: \$73,680 - \$94,032 per year, depending on qualifications
Job Type: Full-time, exempt
Closing Date: Open until filled. Apply by 7/29/2019 for best consideration
Location: Community Development Center
(231 NE 5th St., McMinnville OR 97128)

Application: **City of McMinnville job application, current resume and
Response to the following:**

In no more than one page, please describe your interest in the position and how your qualifications prepare you for the role of Engineering Services Manager with the City of McMinnville.

Definition:

The City of McMinnville's Community Development Department seeks an Engineering Services Manager to plan, organize, and oversee the completion of various engineering projects for the City. This position also assists the Community Development Director in developing the engineering program and organization of project staff. The Engineering Services Manager reviews project designs and evaluates and recommends approval of design changes, specifications, and bid documents for compliance with engineering principles, City standards and project requirements. This position controls expenditures within limitations of project budget, prepares and maintains related reports, engages with the McMinnville Municipal Airport as a representative on the Airport Commission, and serves as a backup to the Community Development Director as needed.

About the Department:

The Engineering Department provides project management, design, construction surveying, bid document and specification development, contract administration, inspection, and other technical assistance in support of completing the City's planned capital improvements. Projects are related to the following areas: streets, sewer conveyance system, storm drainage, water reclamation, facilities, airport, and various construction projects.

The City and the Community:

Situated in the western part of Oregon's agriculturally rich Willamette Valley, McMinnville is a growing town of nearly 35,000 residents. McMinnville is in the heart of Oregon's wine country and is close to the Oregon Coast, Portland, and Salem. The City is home to Linfield College and a satellite campus of Chemeketa Community College.

Supervision Received and Exercised:

This position directly supervises a total of 4 FTE (Project Managers, a GIS/CAD Specialist, and Engineering Technician/Inspector, and an Engineering Intern). This position works under the general supervision of the Community Development Director.

Duties and Responsibilities:

- Develops and recommends project scope for new or modification to facilities. Performs or oversees the performance of planning, design, cost estimating, property acquisition, construction management, start-up, and operation/maintenance preparation services for facilities. As appropriate, prepares requests for proposal and evaluates responses. Assembles and manages team of consultants and City staff for project.
- Supervises Engineering Section staff and plans, organizes, schedules, assigns, and reviews work of technicians and field personnel assigned to specific projects.
- Develops and recommends goals, objectives, policies, and priorities for Department. Prepares initial operating budget request, including supporting documentation for the Engineering Division and airport operations. Administers the approved budget and oversees the maintenance and monitoring of budgetary controls.
- Reviews development plans, engineering reports, and impact studies for compliance with City policies and procedures, and recommends development conditions of approval. Calculates and assesses various fees and charges, including system development charges, driveway / sidewalk installation fees, and engineering inspection fees. Prepares development agreements for subdivisions, and other privately constructed public infrastructure improvements.
- Analyses, plans, and implements operations and maintenance improvements at the airport.
- Manages airport improvement projects, and administers related Federal and State grants.
- Prepares project staff reports and memorandums as required.
- Works with other government agencies to ensure timely receipt of supporting project funds, including application for funds and preparation of necessary reports.
- Represents the Department at the Airport Commission, City Council, Planning Commission, or other committee meetings as required.
- Responds to inquiries and resolves complaints received from the public.
- Follows all safety rules and procedures established for work areas.

Knowledge, Skills, and Abilities:*Knowledge of:*

- Project and construction management;
- Engineering principles and practices;
- Cost estimating;
- Drafting;
- Supervision principles and practices.

Skills in:

- Establishing and maintaining effective working relationships with individuals with diverse backgrounds.

Ability to:

- Communicate effectively with the public, members of outside agencies, and employees;
- Develop policies and procedures;
- Develop program goals, objectives, and strategies;
- Identify problems, research, and analyze relevant information, and develop and present recommendations and justifications for solutions;
- Develop and administer a budget.

Education and Experience:

Any equivalent combination of education and experience that provides the applicant with the knowledge, skills, and abilities required to perform the job will be qualifying. A typical way to qualify would be a Bachelor's degree or equivalent specializing in civil engineering or construction engineering management, and four years of experience in the field, including supervisory experience.

Special Requirements and Licenses:

- None required.

Desirable Experience:

- Licensed Professional Civil Engineer (not required)

Physical Demands and Working Conditions:

While performing the duties of this position, the employee is frequently required to stand, sit, communicate, reach and manipulate objects, tools, or controls. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, equipment, etc., and infrequently weighing up to 25 pounds. Manual dexterity and coordination are required less than 50% of the work period while operating equipment such as computer keyboard, calculator, and other standard office equipment. Reasonable accommodation will be made to otherwise qualified individuals with a disability.

Usual office working conditions. The noise level in the work environment is typical of most office environments. The amount of the work period involving outdoor work settings (with exposure to a variety of weather conditions) will vary depending on the Department's project workload, but is generally approximately 10 percent.

Compensation and Benefits:

The salary range for the Engineering Services Manager is \$73,680 - \$94,032 per year per year, depending upon qualifications.

The City's benefits package includes but is not limited to:

The City of McMinnville provides a generous benefits package that includes:

- Medical, dental, and vision insurance.
- City-paid life insurance.
- City-paid long-term disability insurance.
- Sick leave earned at the rate of eight hours per month.
- Vacation credit earned at the rate of 6.67 hours per month up to a maximum of 320 hours, with increases in accrual rates at 3, 5, 10, 15, and 21 years.
- Ten paid holidays, 16 hours of floating holiday time, and 24 hours of management leave annually.
- Floating holidays and management leave.
- Full, City-paid participation in the Public Employees Retirement System (Tier I, Tier II, OPSRP).
- Opportunities for on-going professional development.
- Options to participate 457(b) deferred compensation plan and Roth IRA.

The Application Process:

A City of McMinnville Employment Application, resume, and response to the following: *In no more than one page, please describe your interest in the position and how your qualifications prepare you for the role of Engineering Services Manager with the City of McMinnville.*

Submit application materials via email. Application materials are available online at www.mcminnvilleoregon.gov/jobs

Please email your application materials to hr@mcminnvilleoregon.gov. Call (503) 434-7405 with questions regarding this recruitment.

Tentative Selection Schedule:

The position is considered open until filled. The City of McMinnville will review the applications and begin conducting interviews after July 29, 2019. If needed, and due to a lack of qualified applicants, the City will extend the recruitment.

The City of McMinnville is an equal opportunity employer. Applicants with disabilities who need a reasonable accommodation (e.g., assistive listening devices) to participate in the recruitment and/or selection process should contact Kylie Bayer, HR Manager (see the phone number and e-mail address listed above). This is not an implied contract and may be modified without notice.