

 **City of Pendleton**

 **Job Description**

**Airport Engineering Associate Manager**

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| **Department**: Community Development  | **FLSA**: Exempt |
| **Reports to**: Community Development Director (City Engineer) | **Representation**: Unrepresented |
| **Pay Range**: Range 7, Supervisory Salary Plan  | **Date**: June, 2016  |

**GENERAL POSITION SUMMARY:** *(why does this position exist)*

Assists in the supervision of construction and maintenance projects, planning and design of public works facilities, preparation of specifications and contracts, and other related work as required.

**ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:** *(list those tasks that HAVE TO BE DONE to accomplish the Job Purpose, are critical to the successful performance of the job* ***or*** *occupy more than 5 percent of the time. Think in terms of WHAT you do, NOT HOW you do it. Avoid describing procedures. Start each sentence with an action verb. Group tasks which require similar skills/knowledge together. Describe them in such a way as to be clear to someone who does not understand the work performed.)*

**Engineering**

1. Field Work Supervises and participates in field investigations and surveys in the course of project development; reviews, analyzes and computes field data.
2. Professional/Technical Prepares designs, plans, reports, estimates, payments and specifications for engineering projects, including Local Improvement Districts, new or reconstructed roadways and infrastructure, and city owned buildings. *Oversees project/program management including determining scope, designing projects, projecting costs, writing bid specifications, reviewing bids, preparing and processing applications for permits, managing contracts, scheduling work, negotiating change orders, ensuring project/program is on schedule, signing off on completed projects/programs and authorizing payment on invoices.*
3. Construction oversight Assists in the supervision and inspection of construction and maintenance of streets, sidewalks, water lines, sanitary sewers, storm sewers, drainage systems, and other facilities. *Oversees and reviews engineering plans of staff and contract consultants including providing expertise, attending planning and problem resolution meetings and making recommendations. Determines when plans are complete and in compliance with codes, laws and regulations. Manage construction inspection of public improvements for private development and public improvement projects.*
4. Consultation/Customer Service Consults with public and private engineers, contractors, land owners, developers, and other interested persons relevant to the design or construction of specific projects. *Acts as a liaison with the department director, outside agencies, business and community representatives and other organizations including ensuring City’s interests are addressed, notifying public/businesses of construction projects, handling controversial issues, assisting in resolving conflicts, answering questions and complaints, providing technical assistance and developing and establishing standards.*
5. Research Performs research relative to engineering projects, assists in developing and setting design standards, and prepares property descriptions and easements.
6. Supervision Responsible for supervision of Engineering Technical staff, including making hiring decisions; training employees; assigning, directing, and reviewing work; conducting performance evaluations; communicating performance expectations; correcting performance or behavior as needed; administering discipline if necessary.

**Airport Operations Supervision**

1. FAA Part 139 Compliance Assists Airport Manager with FAA Part 139 compliance for the airfield. Includes assisting in the development and completion of the annual Part 139 training for airport staff.
2. Emergency Plan/Procedures Assists with Airport Emergency Plan, including drafting and reviewing some or all of the plan document in preparation for adoption, as well as training staff upon implementation, during review (at least annually), and when there are any material changes.
3. Inspection & Compliance Participates in annual FAA Part 139 inspection and oversees “letter of correction” compliance item correction. Includes preparation of some of the response documentation as well as planning and coordinating any corrective work necessary to achieve compliance.
4. Maintenance Oversight Oversees maintenance staff and assigns day to day tasks. Reviews and corrects work as needed. Assists the Airport Manager with hiring, training, performance review, and discipline as needed.

**IMPORTANT FUNCTIONS:** *(list those tasks that may be done, but are not essential to fulfill the job purpose; any ancillary job tasks)*

1.Regular and predictable attendance to serve customers/interact with co-workers, supervisor and customers/attend meetings, training, etc.

2. Participate on City committees, such as the Safety Committee, if requested or required.

3. Other duties as assigned as it relates to engineering and airport technical duties.

**DISTINGUISHING CHARACTERISTICS:** *(what separates this job from others in the series?)*

This position is distinguished from the Engineering Tech positions by advanced education and/or experience necessary to operate at the associate engineering level; and by the presence of supervisory responsibilities. This position is distinguished from the City Engineer position by the absence of requirement for PE license on hire; and absence of responsibility for the Planning and Building functions of the Community Development Department.

**JOB SPECIFICATIONS:** *(Education and experience requirements are minimum standards. Other equivalent combinations of education, training and experience will be considered.)*

1**. Education & Experience** *Education and experience requirements are minimum standards.*

1. Bachelors Degree from an accredited college or university is required. Degree must be in Engineering or related science field or possession of an Engineering-in-Training (EIT) or Land Surveyor-in-Training (LSIT) registration;
2. Work Experience: Indicate the minimum level of work-related experience required to effectively perform the position’s responsibilities. Check only one box.

[ ]  Less than 12 months

[ ]  1 – 3 years

[x]  3 – 5 years

[ ]  5 – 8 years

[ ]  Other

Describe experience: Minimum of four (4) years of experience in engineering, surveying, and design, preferably with municipal-type projects.

1. Satisfactory equivalent combination of education and experience.

**2. Special Requirements:**

1. [x]  Must possess, or be able to obtain by time of hire, a valid driver’s license.
2. [x]  Must be able to pass the department’s security clearance standards including review of criminal history and driving record.
3. Engineer in Training Certification. Professional Engineering License preferred.

**3. Necessary Knowledge, Skills and Abilities:**

1. Thorough technical knowledge of principles and practices of civil engineering with specific reference to activities in modern methods and techniques as applied to surveying, design, construction, and maintenance of public works.
2. Ability to prepare, read, understand, interpret plans, blueprints and specifications for public infrastructure projects as well as skill in preparing cost estimates, writing construction or equipment specifications and preparing bid documentation.
3. Knowledge of computers and the use of email and the internet. Must be skilled in the use of AutoCAD 2000 or newer, Word, and Excel. Experience is desirable with Land Desktop 2004, ArcView,ArcGIS, or similar software packages.
4. Knowledge of City policies, procedures, regulations, and codes related to facility maintenance and repair.
5. Knowledge of safety standards, practices and procedures applicable to area of assignment.
6. Knowledge of, and ability to apply, principles of effective supervision to establish and maintain an effective and cohesive work unit.
7. Ability to manage and coordinate construction projects and oversee the work of contractors and temporary help.
8. Ability to work independently in the absence of direct supervision.
9. Knowledge of and ability to effectively apply problem solving skills.
10. Ability to establish and maintain effective working relationships with other employees and the public.
11. Ability to communicate effectively, orally and in writing.
12. Ability to maintain regular and predictable attendance to serve customers, interact with co-workers, supervisor, etc., attend meetings, training, etc.
13. Ability to establish and maintain effective working relationships.
14. Ability to work as a team member.
15. Ability to perform work in a manner consistent with the City’s Core Values of: Respect, Integrity, Caring, Responsibility, Citizenship, Cooperation and Industriousness.
16. Ability to perform the essential functions of the job.

**4.** **Tools and Equipment Used:** *List specialized tools or equipment needed to perform tasks. Add or delete from the sample list below.*

1. Standard office equipment including telephones, computer, printer, fax machine and copy machines, scanner, plotter; Computer software (Choose all that apply):

[x]  MS based word-processing, spreadsheet, and/or data base programs

[x]  Outlook or other email communication.

[ ]  Internet and/or social media

[ ]  Presentation or desktop publishing software

[x]  Specialized or custom software including computer-aided-design software

1. Vehicle - Car/pickup/van/SUV
2. Variety of hand tools as well as power tools such as drills, saws, etc and various electronic test instruments used in performing maintenance and repair tasks.
3. Standard drafting tools; surveying equipment including level, theodolite and electronic distance measuring devices.

**5.** **Supervision:**

1. This position supervises other staff. Positions supervised include: Engineering Technicians, and maintenance staff at the airport.
2. This position reports to the City Engineer (Community Development Director) and Airport Manager Supervision received is (Choose one):

[ ]  Direct. Supervisor provides assignments, directs work on a regular basis, and tasks or procedures are usually well defined.

 [x]  General. Work is assigned more generally and the employee has some autonomy to determine the order or manner in which the work is completed. Existing practices and procedures are used as guidelines to determine work methods.

 [ ]  Limited. Work is performed highly independently with little direction. Position has significant decision-making discretion. Work is evaluated for overall effectiveness.

**6.** **Communications**:

1. Communications are: (*Choose one*)

[x]  Primarily with other City staff and/or customers.

[ ]  Regularly includes others outside the organization (not customers), such as vendors, contractors, attorneys, agents, or business partners.

[ ]  Routinely with leaders inside and outside the organization such as department heads, City Councilors, public officials from other agencies, and/or community leaders.

1. The communications may be (*Check any that apply*):

[x]  Complex

[x]  Controversial

[ ]  Confidential

[ ]  Have significant impact (affect City services or reputation, or have legal or financial consequences)

**7.** **Cognitive Functions**: *Check the one that most closely aligns to position:*

[ ]  Tasks require the employee to remember complex processes and/or be able to perform multi-step jobs without step-by-step instructions. Requires a moderate level of independent thinking and reasoning.

[ ]  Tasks are highly creative or complex and requires significant mental exertion that would typically require specialized schooling, training, certification or a license to be able to accomplish. Employee has some control over the planning and performance of the work, and may determine their own practices and procedures.

[x]  Responsibilities include significant accountability (i.e. could expose the City to risk or liability, generate public censure, or impact the work or reputation of the City.) Work is performed highly independently. Employee has significant control over the planning and performance of the work, and may develop or recommend new practices and procedures.

[ ]  Responsible for developing or approving programs/services; determining quantity and/or quality standards; and monitoring, evaluating, and analyzing program effectiveness to determine success or failure. Routinely engages in autonomous problem-solving. May include developing and implementing policies, procedures or regulations.

**8. Problem Solving:** *Indicate the nature of problems regularly encountered by this position. Check only one box.*

[ ]  Most situations are resolved using standard procedures and established guidelines.

[ ]  Situations are somewhat varied; requires application of specific technical skills and expertise.

[x]  Varied situations that require significant analysis or interpretation; general precedents and practices used, but may be modified.

[ ]  Highly varied and unpredictable situations, complex and often non-recurring; new and creative approaches required.

**9.Work Environment*:*** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. Work is performed primarily indoors, but some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Work is most often in a temperature controlled office.
2. Strength Rating (see attached definitions) is: Medium .
3. Hazards include: *Check all that apply and include the percentage of time exposed to the listed hazard:*

[x]  Office environment / no specific or unusual physical or environmental demands.

[ ]  Work on and around heavy construction equipment \_\_\_\_%

[ ]  Exposure to toxic elements/hazardous chemicals \_\_\_\_%

[ ]  Work at heights in excess of 20 feet \_\_\_%

[x]  More than occasional exposure to poor air quality (excessive dust, smoke, fumes, gases, etc.) \_\_\_\_%

[x]  Exposure to weather or temperature extremes \_\_\_%

[ ]  Isolation \_\_\_\_%

[ ]  Exposure to light or noise extremes \_\_\_\_%

[ ]  Regular travel outside the City \_\_\_\_%

[ ]  Risk of injury \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(list) \_\_\_\_%

[ ]  Significant physical exertion required to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_%

[x]  Other (describe) Position is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration

General hours of work are 8:00 a.m. – 5:00 p.m. Monday - Friday; however persons in this classification are sometimes called to work evening meetings. Variations include (check all that apply):

[ ]  Frequent or regular overtime

[ ]  Subject to emergency call out

[ ]  Split or Night shifts

**10.** **Resource Accountability:**

1. Check item(s) that describe involvement in the budgetary process:

[ ]  Not applicable [x]  Input [ ]  Prepare [ ]  Forecast [ ]  Monitor [ ]  Approve

1. This position has resource accountability for the following level of assets (choose one):

[ ]  Significant – as would be typified by purchasing authorization up to $25,000, or responsibility for operation or use of very high-level equipment/assets.

[x]  Moderate – as would be typified by purchasing authority up to $5,000 or responsibility for operation or use of equipment/assets of moderate value.

[ ]  None/Low – employees with no purchasing authority or responsibility for operation or use of equipment/assets of modest value.

1. Persons in this classification are responsible to make purchasing decisions resulting in the most efficient solution for the lowest cost.

*The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Adopted: 11/20/01

Revised: 11/30/04

Revised: 6/30/16

Revised: August, 2020

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Employee Acknowledgement/Date Supervisor Approval/Date

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Department Head Approval/Date Administration Approval/Date

Overall Job Strength Rating Definitions

(Oregon Workers’ Compensation Rules, Div. 436-035-0012)

**S - Sedentary** – exerting up to 10 pounds of force occasionally, or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Job is mostly sitting, but brief walking and/or standing (occasionally) may be required.

**L – Light**  - exerting up to 20 pounds of force occasionally, or up to 10 pounds of force frequently, or a negligible amount of force continually to lift, carry, push, pull or move objects. Job is largely sitting, but more than sedentary walking or standing may be required. Work is light if job tasks are done sitting, but considerable upper body or arm movement or use of leg controls is involved.

**M – Medium** - exerting 20 to 50 pounds of force occasionally, or 10 to 25 pounds of force frequently, or greater than negligible up to 10 pounds of force continually to lift, carry, push, pull or move objects. Standing, walking, and/or other positional physical movements may be occasional to frequent.

**H – Heavy** – exerting 50 to 100 pounds of force occasionally, or 25 to 50 pounds of force frequently, or 10 to 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.

**V/H – Very Heavy** – exerting in excess of 100 pounds of force occasionally, or in excess of 50 pounds of force frequently, or in excess of 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.