



CITY OF GRESHAM
Department of Human Resources
1333 NW Eastman Parkway
Gresham, OR 97030

<http://greshamoregon.gov>

**INVITES APPLICATIONS FOR THE POSITION OF:
Engineer 2 - Transportation**

An Equal Opportunity Employer

SALARY

\$6,389.00 - \$8,303.00 Monthly \$76,668.00 - \$99,636.00 Annually

OPENING DATE: 06/15/21

CLOSING DATE: 07/05/21 11:59 PM

OVERVIEW:

The City of Gresham has a vacancy for a journey level full-time Civil Engineer 2 in the Transportation Division of the Department of Environmental Services.

In this role, you will execute a variety of professional-level engineering tasks to include project design, planning, and construction as well as transportation systems operations. You may also manage small to large sized capital projects.

We offer a robust benefit package to include medical, dental, vision, and life insurance; generous paid time off; 9 paid holidays per year plus 3 1/2 floating holidays per year; City paid PERS contribution of 6%; HRA/Veoba contribution; and much more!

As Oregon's fourth-largest city, Gresham is a welcoming community of hard-working people where tradition and heritage meet innovation and opportunity. Gresham is a dynamic and rapidly growing city where families and businesses have a mutual desire and drive to thrive. City of Gresham employees care deeply about the community they serve, and go 'one step beyond' to deliver services in collaborative, inventive, practical, and nimble ways. Our work is challenging, fast-paced and rewarding.

We believe that to deliver the highest level of service to all Gresham community members, it is crucial we employ a diverse workforce, foster an inclusive working environment, and ensure our policies and systems result in equitable outcomes. The City seeks candidates who will support these values by continuously incorporating equity in their daily work, and actively contributing to a workplace culture that respects unique viewpoints, life experiences, and cultural perspectives.

Come build the future with us.

POSITION DESCRIPTION:

This Civil Engineer 2 position will be responsible for maintaining Gresham's status as a "Certified" agency in the Local Agency Certification Program. The successful candidate will manage and lead the city's Local Agency Certification Program. This program allows the city of Gresham to develop and deliver FHWA funded capital projects. While the status of being a local certification agency allows Gresham access to federal aid dollars, maintaining our certification status requires a high level of management and participation in ODOT's Local Certification Program.

The successful candidate will also perform professional engineering work including design, planning, construction, and management of public works projects while meeting city, federal and state (FHWA & ODOT) requirements for transportation system operations. You will be responsible for producing plans, specifications and cost estimates for public works projects as well as participating in the daily operation of the transportation system.

Working as part of the Transportation Engineering Division of the Environmental Services Department, you will be part of a team that employs sixteen regular employees including engineers, technicians and electricians. We are seeking someone collaborative and team-focused with the ability to also work independently as needed. You will apply your professional knowledge, reporting and communication skills to interact with a variety of stakeholders within the organization, other key organizations and the public.

Typical duties of this position include leading and managing the city's Local Agency Certification Program, maintaining and updating certification program documents and procedures, developing and managing engineering projects, performing contract administration of construction and consulting engineering contracts and planning, organizing, coordinating, assigning and evaluating the work of other engineers, engineering technicians and construction inspectors. In this role, you will mentor, train and guide others as needed and monitor others to ensure compliance with certification requirements. Designing transportation related public works projects will be an important aspect of your contribution to the division. You will serve as project engineer on capital improvement or other engineering projects; develop plan sets, write specifications, assemble contract documents, preside over pre-construction and project progress meetings, coordinate construction scheduling, prepare project cost estimates, administer contracts to ensure compliance, and interpret contracts.

Your communication skills will be used to interact with a wide variety of people within the City of Gresham, other governmental agencies, private developers and consultants, neighborhood and other citizen groups. These interactions will provide an opportunity to plan activities, coordinate efforts and resolve issues. You will develop procedures to ensure compliance with related standards, perform engineering studies, analyze data, and make recommendations based on findings. Preparing correspondence and technical engineering reports and providing engineering assistance to other City departments will be required in this position. As a Civil Engineer 2, preparing, reviewing and monitoring the annual budget for your area of assignment while also engaging in short and long term planning will be common.

QUALIFICATIONS:

Knowledgeof:

- ODOT's Local Agency Certification Program
- Engineering principles, practices, methods, techniques, materials and equipment related to public works projects and the operation of a transportation system.
- Engineering project management and engineering contract administration.
- Computer applications and uses for engineering activities including proficiency in Auto CAD Design and Drafting Software, and Microsoft Office. Experience in ArcGIS is desirable.
- Effective supervisory methods and techniques.

Ability to:

- Lead and manage the city's Local Certification Program.
- Design engineering projects of varied scope and complexity and produce engineering drawings using Auto CAD software.
- Develop accurate detailed public works project cost estimates and delivery schedules.
- Manage engineering projects effectively. Administer construction and engineering contracts effectively, assuring compliance with all standards and provisions.
- Ability to plan, organize, coordinate, assign and evaluate the work of subordinate technical employees on a project basis.

- Prepare clear and precise reports of a technical nature.
- Provide technical support, training and ongoing mentoring regarding certification program compliance.
- Establish and maintain effective working relationships with other employees, representatives of other governmental agencies, contractors, developers and the public.
- Communicate effectively, both orally and in writing.
- Physical ability to perform the essential functions of the job.

Minimum Qualifications:

- Bachelor's Degree in Civil Engineering (or related field)
- 1 year of professional engineering experience
- Professional Engineering (PE) License
- Valid Driver's License
- Good driving record (see driving matrix)

Preferred Qualifications::

- 1 year of experience associated with ODOT's Local Agency Certification Program.
- 2 years of experience with plan set development using Auto CAD Civil 3D
- 2 years Public works project management, cost estimating, and scheduling experience
- Transportation system operations including the application of the MUTCD, AASHTO, FHWA & State guidance.

DRIVING MATRIX:

You will be disqualified from this process if you possess any of the following driving infractions:

- A major traffic offense or accident that results in death or major injury.
- Driving under the influence (DUI) offense within the last 5 years.
- Have more than 3 moving violations within a 3-year period or more than 2 within a one- year period.
- Have more than 2 accidents within a 3-year period.

SELECTION PROCESS:**Required application materials include:**

- **complete online application (do not leave work experience fields blank or type 'see resume')**
- **responses to supplemental questions**
- **a resume**
- **a cover letter (no longer than one page) summarizing your qualifications, experience and interest in the position**

Click "Apply" at the top of this posting to start the online application.

A review of all application materials will be conducted to determine the most qualified candidates to be invited to an oral board interview. Faxed or mailed resumes will not be accepted in lieu of the completed online application. Incomplete applications will not be considered.

Candidates will be notified by email. Some email providers block messages sent through governmentjobs.com. Be sure to check the inbox within the governmentjobs.com portal for important updates related to this process.

If you desire a modification of this process to accommodate a disability, please provide your request in writing, or by phone to 503-618-2549, upon submitting the required documents.

Veteran's Preference

The City of Gresham provides qualifying veterans and disabled veterans with preference in

employment in accordance with state law. Any candidate wishing to have their qualifying veteran's preference applied to the process must submit a qualifying document (DD Form 214 or 215) at the time of application providing proof of eligibility that includes discharge status. Disabled veterans must also submit a copy of their Veteran's disability preference letter from the US Department of Veteran Affairs at the time of application, unless the information is included in the DD Form 214 or 215.

Our Commitment

The City of Gresham is committed to providing equal employment opportunity to all qualified employees and applicants without unlawful regard to race, color, religion, sex (including pregnancy, childbirth, and related medical conditions), sexual orientation, gender identity national origin, age, mental or physical disability, genetic information, veteran status, marital status, familial status, or any other status protected by applicable federal, Oregon, or local law.

Any offer of employment is contingent upon passing a criminal background check and driving record review.

Please direct questions about this position to 503-618-2549 or HR@GreshamOregon.gov.

If you need assistance with the online application, please contact NEOGOV directly at 1-855- 524-5627.

PLEASE COMPLETE AND SUBMIT YOUR APPLICATION ONLINE

AT:

<http://greshamoregon.gov>

1333 NW Eastman Parkway

Gresham, OR 97030

(503) 661-3000

Job #21-57

ENGINEER 2 - TRANSPORTATION

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Engineer 2 - Transportation Supplemental Questionnaire

- * 1. What is your highest level of education?
 - ☐ High School Diploma or GED
 - ☐ Some College
 - ☐ Associate's Degree
 - ☐ Bachelor's Degree
 - ☐ Master's Degree or Above
 - ☐ None of the above
- * 2. What best describes your progressively responsible professional engineering experience?
 - ☐ Less than one year
 - ☐ More than one year but less than two years
 - ☐ More than two years but less than three years
 - ☐ More than three years but less than four years
 - ☐ More than four years but less than five years
 - ☐ Five or more years
- * 3. Based on your previous response, please describe when and where you acquired professional engineering experience and duties performed. If you do not have this experience, please type 'N/A'.
- * 4. Do you possess a Professional Engineering license?
 - ☐ Yes
 - ☐ No
- * 5. Do you have a valid Driver's license?

- ☐ Yes
☐ No
- * 6. Have you had more than 3 moving violations within a 3-year period or more than 2 within a one-year period?
☐ Yes
☐ No
- * 7. Have you had more than 2 motor vehicle accidents within a 3-year period?
☐ Yes
☐ No
- * 8. Have you been involved in a major traffic offense or accident that results in death or major injury.
☐ Yes
☐ No
- * 9. Have you been convicted of a driving under the influence (DUI) offense within the last 5 years?
☐ Yes
☐ No
- * 10. What best describes your experience with ODOT's Local Agency Certification Program?
☐ I do not have this experience
☐ Less than one year
☐ More than one year but less than two years
☐ More than two years but less than three years
☐ Three or more years
- * 11. Based on your previous response, please describe when and where you acquired Local Agency Certification Program experience. If you do not have this experience, please type 'N/A'.
- * 12. What best describes your level of proficiency with AutoCAD?
☐ I do not have experience with AutoCAD.
☐ I understand the BASIC fundamentals of AutoCAD which include: Understanding the AutoCAD workspace and user interface; Using basic drawing, editing, and viewing tools; Organizing drawing objects on layers; Inserting reusable symbols (blocks); Preparing a layout to be plotted; Adding text, hatching, and dimensions.
☐ I have an INTERMEDIATE level of skill with AutoCAD beyond the basics to include all fundamentals plus: Using more advanced editing and construction techniques; Adding parametric constraints to objects; Creating local and global blocks; Setting up layers, styles, and templates; Using advanced plotting and publishing options.
☐ I have an ADVANCED level of skill with AutoCAD to include the above plus: Advanced Text Objects; Working with Tables; Defining dynamic blocks and attributes; Outputting and publishing files for review; Using collaboration and automation tools; Creating, publishing, and customizing sheet sets; Managing Layers; CAD Management and System Setup; Enhancing productivity by customizing the AutoCAD interface; Using macros and custom routines. Acting as the Division's CAD support contact.
- * 13. Based on your previous response, please describe when and where you acquired knowledge, skills and/or experience with AutoCAD and a description of projects you have used it for. If no experience, please type N/A.
- * 14. Do you have experience with public works project management, cost estimating and scheduling?
☐ Yes
☐ No

- * 15. Based on your previous response, please describe when and where you acquired experience with public works project management, cost estimating, and scheduling to include duties performed. If no experience, please type 'N/A'.

- * 16. Do you have experience with transportation system operations including the application of the MUTCD, AASHTO, FHWA & State guidance?
 - ☐ Yes
 - ☐ No

- * 17. Based on your previous response, please describe when and where you acquired experience with transportation system operations including the application of the MUTCD, AASHTO, FHWA & State guidance to include duties performed. If you do not have this experience, please type 'N/A'.

* Required Question