



## **POSITION DESCRIPTION AND QUALIFICATIONS**

### **Staff Engineer**

Grade: Market

Reports to: Engineering Manager

Classification: Exempt

---

#### **GENERAL STATEMENT OF CLASS**

The Staff Engineer performs review of land development applications and construction plans for land development projects and CIP water facility design. The Staff Engineer coordinates with inspectors, operations, IT/GIS, customer service, and finance to document changes to the water system. The Staff Engineer reports to the Engineering Manager.

#### **ESSENTIAL DUTIES**

Responsible for review of City and County land development applications and construction plans for land development projects as they relate to water facilities. Coordinates with other internal staff throughout the cycle of new construction to document and manage water facility assets. Interprets and assists with revisions to Commission standards and specifications. Prepares studies and reports related to water as directed. Active Communication and Respectfulness of co-workers and the public are skills required for this position, as are incorporating Medford Water Commission Values into daily activities.

#### **EXAMPLES OF WORK** *(Illustrative Only)*

- 1) Reviews Land Development applications and writes reports of conditions for approval
- 2) Reviews construction plans for public water improvements for private development projects and internal projects for compliance with standards and specifications
- 3) Reviews other agencies' design plans for conflicts with water facilities and coordinates required relocations of water facilities
- 4) Communicates with the public to answer water service and development related inquiries
- 5) Coordinates with inspection and operations staff to oversee projects through construction.
- 6) Coordinates with IT/GIS and finance staff on record keeping of water facility assets.
- 7) Coordinates hydrant flow tests and request for flow information.
- 8) May assist with preparation of plans, specifications, cost estimates, and/or bid documents for internal projects
- 9) May assist with inspection of land development or capital improvement projects for compliance to design plans and Commission standards and specifications
- 10) Performs special assignments as needed for the Engineering Manager
- 11) Other related duties as assigned.

#### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

Knowledge of principles and practices of water system facility design and renovation, water hydraulics, applicable laws and regulations; Ability to read and understand construction plans; Skill in the use of engineering equipment; Skill in the use of personal computers and



## **POSITION DESCRIPTION AND QUALIFICATIONS**

### **Staff Engineer**

Grade: Market

Reports to: Engineering Manager

Classification: Exempt

---

software, including GIS, CAD, Word, Excel, MS Teams and Outlook; Preferred additional skill in ArcGIS Pro; AutoCAD Civil3D and Innovyze InfoWater Pro; Ability to prepare professional engineered drawings; Ability to read and write technical specifications; Ability to express oneself clearly and concisely, orally and in writing; Ability to establish and maintain effective working relationships with co-workers, contractors and the public.

### **COMPETENCIES**

Critical Evaluation, Technical Capacity, Customer/Client Focus, Attention to Detail, Communication Proficiency, Organizational Skills, Collaboration & Teamwork, Time Management and Ethical Practice.

### **TRAINING, EXPERIENCE AND LICENSING REQUIRED**

Completion of 4 years of college with a Bachelor of Science Degree in Civil Engineering and a minimum of 2 years (6 years preferred) of related engineering experience, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the position such as those listed above. Possession of a State of Oregon Professional Engineer (P.E.) license or possession of a certification as an Engineer In Training with ability to obtain Oregon Professional Engineering (P.E.) license within two years of hire date. Valid Oregon Driver's License, or ability to obtain within 90 days of hire, and acceptable driving record.

### **PHYSICAL REQUIREMENTS**

Positions in this class typically require out of office reviews and inspections, vehicle driving to and from project sites, repetitive motions, reaching, standing, walking, fingering, grasping, talking, hearing, and seeing.

Light Work: Exerting up to 20 pounds of force occasionally, and/or 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.