



EMPLOYMENT OPPORTUNITY

City of Roseburg, Oregon

Civil Engineer I

\$30.7349 - \$39.3433/hour



Applications Close – 5:00 p.m., Friday, April 25, 2025

Essential competencies of this job are described under the headings below. They may be subject to change at any time. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and may be changed by the employer at any time.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, providing that an accommodation(s) does not create an undue hardship for the employer, remove an essential job function, and/or create a direct safety threat to the individual, or others.

PUBLIC WORKS DEPARTMENT

The mission of the Public Works Department is to provide quality public infrastructure at the lowest life cycle cost. The department is responsible for water treatment and distribution, parks, storm drainage, transportation, facilities and airport maintenance, and capital improvements. An independent sanitary authority provides wastewater services.

With an annual budget of approximately \$26 million and 59 full-time employees, the Public Works Department is responsible for approximately 112 miles of streets, including street lighting, traffic signals, sidewalks, and storm drainage; and a 12 MGD water treatment facility, 191 miles of water lines, storage reservoirs, pumping stations, and associated appurtenances.

DEFINITION

Under the general supervision of the Department Head, the Civil Engineer performs engineering work in the delivery of public works projects; assists in infrastructure master planning; acts as project manager of assigned projects; provides direction and supervision to technical staff; and provides highly complex technical assistance to the Division Head or Director.

This is the entry and training level class in the professional engineering series; incumbents in this class are considered to be on a continuing training status and work towards registration as a professional engineer. Once assigned responsibilities and knowledge increases with experience, and the incumbent obtains the professional civil engineering registration, a Civil Engineer I usually flexes to a Civil Engineer II.

ESSENTIAL FUNCTIONS

Unless specifically identified as a “Non-Essential Job Function”, the information included in this job description, and any referenced supplemental documents, is considered an “Essential Job Function”. Temporary modifications to provide reasonable accommodations, or transitional work assignments, do not waive any of the essential functions for this position.

The following information is not all-inclusive.

- Direct the design and preparation of plans and specifications for public works projects, including water distribution, pumping, storage and water treatment facilities; storm drainage, parks, facility, street and airport improvements.
- Assign staff resources and oversee and coordinate implementation of capital improvement projects including engineering design, field survey and construction management for the public infrastructure needs of the community.

- Prepare documents related to contract administration; monitor Public Works construction projects to assure quality of construction and conformance with contract requirements.
- Review and make recommendations on pay requests and project change orders.
- Review and process plans and specifications for private developments affecting public works infrastructure, to assure compliance with City standards, policies and procedures.
- Participate in preparation of studies and long-range capital planning.
- Review land use actions, partitions and subdivision land divisions for conformance with ORS requirements, land use development ordinances, and policies and public works standards.
- Meet with private parties and representatives of public agencies and utility companies to coordinate projects.
- Work includes pre-construction conferences, site inspections, commission meetings and bid openings.
- Manage assigned programs, technical contracts and outside consultants.
- Use expertise to help establish the scope for consultant contracts and public works projects.
- Act as project manager, monitoring project budgets, and assuring compliance with city standards and policies.
- Participate in annual budget preparation for Public Works Department.
- Participate in the development of policies, procedures, and technical standards for the Public Works Department.
- Prepare detailed project cost estimates.
- Participate in the preparation of correspondence, reports, agenda items, project recommendations and other written materials for presentation to Councils or Commissions.
- Investigate field problems affecting property owners, contractors and maintenance operations; responds to public inquiries and complaints.
- Answer technical questions and provide information to the public, investigate complaints and recommend corrective action as necessary to resolve complaints.
- Review and inspect field projects being studied, designed, or constructed.
- Serve as liaison with other public and private agencies for the planning and completion of Public Works projects.
- Work closely with other City Departments.
- Represent Engineering Division/Public Works Department on City committees and task teams.
- Provide engineering oversight to staff technicians as required.
- Compute water, storm water, and transportation system development charges program for new development.
- Other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES

- Considerable knowledge of the principles and practices of civil engineering as applied to the design, construction and maintenance of public works improvements.
- Considerable knowledge of the principles of contract document preparation and contract administration of public works projects.

- Knowledge of the methods, materials, and techniques used in construction of public works and utilities projects.
- Considerable knowledge in engineering design and drafting software, including CAD, GIS, system-modeling tools.
- Knowledge of pertinent federal, state, and local laws, codes and regulations including but not limited to environmental permitting, ADA compliance, ODOT Standard Specifications, public contracting laws, storm drainage regulations and development codes and standards.
- Ability to apply civil engineering principles and techniques; conduct engineering research and write technical reports.
- Ability to inspect construction sites and produce legible documents.
- Ability to interpret and implement policies.
- Ability to communicate effectively orally and in writing.
- Ability to utilize computer software and hardware sufficient to perform job duties.
- Ability to establish and maintain effective working relationships with coworkers, other City employees, elected officials, representatives of outside agencies, consulting engineers, private developers, and the public.
- Ability to analyze problems, identify solutions, project consequences of proposed actions and implement recommendations in support of goals.

WORK STANDARDS

- Regular attendance and punctuality.
- Speak and act truthfully.
- Conduct oneself with integrity, morality, character, and trustworthiness.
- Exhibit self-control.
- Detail-oriented.
- Thorough when completing work tasks.
- Willingness to accept supervision and constructive criticism.
- Calmly and effectively, process high stress situations.
- Reliable, responsible, and dependable.
- Willingness to take on responsibilities and challenges.
- Independence of action within industry standards and departmental guidelines is stressed.

EDUCATION & EXPERIENCE

Education and experience requirements listed are minimum standards. Other equivalent combinations of education, certifications, training, and experience may be considered.

Education: Bachelor's degree from an accredited college or university in Civil Engineering, or a closely related field.

Experience: Two years of civil engineering experience with emphasis in municipal engineering.

Any satisfactory equivalent combination of education, training, and experience sufficient to successfully perform the essential duties of the job may substitute for the above.

SPECIAL REQUIREMENTS & CERTIFICATIONS

Requires possession of a valid driver's license by date of hire. New employees establishing resident status in the State of Oregon must obtain an Oregon driver's license within 30 days.

Possession of a certificate of Fundamentals of Engineering (FE)

WORKING CONDITIONS

The City of Roseburg is committed to complying fully with the Americans with Disabilities Act (ADA) and Oregon's Disability Accommodation and Discrimination laws. We are also committed to ensuring equal opportunity in employment for qualified persons with disabilities. The City of Roseburg will make reasonable efforts to accommodate a qualified applicant or employee with a known disability, unless such accommodation creates an undue hardship on the City of Roseburg's operations, or a safety risk to employee or coworkers, or removes an essential job function. Employees should request an accommodation as soon as it becomes apparent that a reasonable accommodation may be necessary, to enable the employee to perform the essential duties of a position, or to participate in the employment process. To discuss an accommodation request, please contact John VanWinkle, Human Resource Director.

While performing the duties of this job, work is generally performed in an office environment but may require frequent fieldwork and occasional light lifting. Requires the ability to sit, keyboard, write, hear and speak for extended periods of time. May be exposed to all forms of temperature and inclement weather, varied terrain, dust and irritants. Requires the ability to hear in a busy environment with distractions and vision to read and understand complex engineering drawings and contract documents. Requires the ability to drive city vehicles. May be exposed to moving vehicles and equipment.

The factors described herein are representative of, but not all-inclusive of, those that must be met by an individual to successfully perform as Civil Engineer I.

WORK SCHEDULE

Full-time fixed work schedule. Monday through Friday 8:00 a.m. to 5:00 p.m.

BENEFIT SUMMARY

The City of Roseburg provides a comprehensive benefit package to employees including Medical, Vision, Dental, Long-Term Disability, Life Insurance and various voluntary benefits including MASA Medical Transport Solutions and Aflac. The City participates in the State of Oregon Public Employees Retirement System (PERS) and currently pays the entire contribution on behalf of employees. All full-time employees working over 20 hours per week are eligible for medical benefits the first of the month following their date of employment. Links to the complete benefits resource guide can be found at:

<https://www.cityofroseburg.org/departments/human-resources/employee-benefits>

Insurance Benefits:

- Medical, vision and dental benefits for employee and family, paid at 100% by the City with the opportunity to buy-up to a lower deductible plan.
- Long-term disability insurance, provided by the City.
- Life and Accidental Death and Dismemberment Insurance – policy value of \$25,000 paid by the City.
- Health Reimbursement Account (HRA-VEBA) contributions provided by the City.

Additional Benefits:

- Paid vacation, sick leave, and holidays.
- Employee Assistance Program (EAP)
- The City has a fully equipped fitness center available 24 hours a day.

VETERANS' PREFERENCE

The City of Roseburg follows Oregon law regarding Veterans' Preference; you must complete the Veteran's Preference Form and attach a copy of your DD214 / DD215. If you are a disabled veteran, you must also include a copy of your Veteran's Administration benefit summary/award letter with your application.

HOW TO APPLY?

Complete an application form available via one of the following methods.

Electronically: <https://www.cityofroseburg.org/departments/human-resources/employment>

In-Person: City of Roseburg – Administration, 900 SE Douglas Avenue, Roseburg, OR 97470

Email: jobs@roseburgor.gov

Submit completed application to Human Resources by the closing date listed in the job announcement. Applications must be received or postmarked no later than 5:00 p.m. on the closing date. All required documents should be presented with the application. Resumes are accepted in addition to, not in lieu of, the City of Roseburg application form.

Selection Process: Applications are thoroughly reviewed and screened by the Human Resources Office. Since these are competitive selection processes, applicants whose backgrounds appear to most closely match the needs of the particular vacancy will be considered. Once the screening is complete, Human Resources notifies all candidates of their status. This process can take from one to four weeks after the closing date. Due to the number of applicants and the limited number of job opportunities, not all applicants proceed in the recruitment process.

The City of Roseburg does not discriminate on the basis of disability in the admission to, access to, or operations of its programs, services or activities. The City of Roseburg does not discriminate on the basis of disability in its hiring or employment practices.

Questions: Please direct questions to the City of Roseburg Administration at 541-492-6866.

Equal Opportunity Employer

Roseburg – The Hub of Southern Oregon

The City of Roseburg is situated at the heart of the Hundred Valleys of the Umpqua in scenic, Southwestern Oregon. On Interstate 5, it is 67 miles south of Eugene, and 123 miles north of the California border. Traveling by State Highway 38/138 or 42, Roseburg is about 80 miles inland from the Pacific coastal communities Reedsport and Coos Bay. Highway 138 continues east from the city along the North Umpqua River. It is 79 miles to Diamond Lake at the summit of the Oregon Cascades and just 20 miles more to Crater Lake National Park.

The elevation is 465 feet, and features a mild, fair seasonal climate. Winters are cool without much freezing and provide most of the rainfall that brings blossom-filled springs. A warming trend begins in April and May, continuing into the summery days of July and August. Fall weather is pleasant and crisp, producing brilliant leaf colors in late October. The Hundred Valleys of the Umpqua have been compared geographically and climatologically with Italy and Southern France. Extremes of heat and cold are rare. The summer humidity is low and snowfall is rare on the valley floor. The normal growing season is 217 days. Roseburg enjoys one of the lowest average wind velocities in the United States.

Roseburg is the county seat and largest city in Douglas County. The population is 24,258 with an urban daytime population of approximately 60,000. Roseburg is the hub of retail, government activity and medical services for Central Douglas County. The City is served by Roseburg School District #4, which has an excellent reputation and community support. Umpqua Community College is 5 miles north of the City and offers a varied curriculum with extensive adult education and community-oriented classes. Multiple locations at the college are available for cultural activities, and there is a thriving community theater group with its own venue in a city park.

The city boasts numerous park areas, including tennis courts, soccer and ball fields, a 9-hole golf course, skate park, disc golf course, dog park and walking trails. Roseburg is the location of choice for many who seek a high-quality living environment at a reasonable price. Various community events, including Graffiti Week, Art and Wine Festivals and Music on the Half Shell, among others, are held throughout the year for local residents and tourists.

For Roseburg area tourism information go to www.experiencerooseburg.com

There are numerous shopping opportunities from specialty shops in historic downtown to nationwide chain stores. Housing is available in various price ranges. Roseburg's economy has diversified in recent years while still retaining strong ties to its natural resource base. Efforts to bring clean industries and new jobs to the area have been fruitful and are continuing through support by a coalition of government agencies and funding. In recent years, the retirement and senior population has grown considerably, and various residential facilities have been constructed to meet the needs of this segment of population.

Local wineries are an expanding area of economic development with many being recognized in national and international competitions. Umpqua Community College built the Southern Oregon Wine Institute as a center for classes, a training winery and activity center to prepare students for jobs in the industry and to function as a research industry for all Southern Oregon.

