

Job Description

City Engineer

Department: Public Works

FLSA Status: Exempt

Reports to: Public Works Manager

Approval Date:

Salary Range: \$5,000-\$6,500/month

The following job description is designed to outline the functions and position requirements of this job. It does *not* identify all tasks that may be expected, nor, address the performance standards that must be maintained.

General Position Summary: Under the general direction of the Public Works Manager, plan, direct and review City engineering services; perform responsible and difficult engineering work in design, planning and delivery of capital projects; coordinate assigned activities with other divisions, departments and outside agencies; perform various statutory duties; provide professional and technical assistance; and perform related work as required.

Essential Functions/Major Responsibilities:

- ◆ Provides highly complex and responsible engineering support to the Public Works Manager; executes activities and responsibilities of a professional engineering nature as directed by state and local laws and performs related work as required.
- ◆ Oversees the preparation of plans and contract specifications for Public Works projects and handles bidding and bid openings for these projects; oversees project progress and assists in directing of projects as required.
- ◆ Coordinates and/or undertakes the development or update of required planning documents including, but not limited to: Annual Transportation Improvement Plan (T.I.P.), Comprehensive Sewer Plan, Water System Plan, Stormwater Management Plan, and other plans involving the municipal infrastructure.
- ◆ Reviews staff reports related to engineering activities, projects, and services; presents reports to City Council, committees, and boards; performs a variety of public relations and outreach work related to assigned activities.
- ◆ Directs the conduct of studies; the preparation and presentation of reports regarding engineering/public works related issues and activities.
- ◆ Participates in the development and administration of the Public Works Department budget.
- ◆ Provide interpretation of codes, ordinances, specifications, and City policies to staff, management, consultants, and citizens.
- ◆ Confers with Community Development staff on activities that relate to Community Development, land use, zoning, critical areas, and shorelines.
- ◆ Oversees the City's property and right-of-way acquisitions and disposals, ensuring compliance with all applicable laws and procedures and conducting appropriate negotiations to protect the City as well as private sellers and buyers of property/right-of-way.
- ◆ Recommends and administers policies and procedures.

- ◆ Review and evaluate work methods and procedures.
- ◆ Ensures that the policies are carried out in an efficient and cost-effective manner. Performs related duties and responsibilities as required.
- ◆ May serve as acting Manager in absence of the Public Works Manager

Secondary Functions:

- ◆ Stay abreast of new trends and innovations in the field of engineering, public works maintenance and utilities.
- ◆ Attend and participate in professional group meetings
- ◆ Recommend expenditures.

Job Scope: The City Engineer position is responsible for ensuring the effective maintenance and repair of the City's public facilities, planning, cost estimating, design and contract administration of the City's capital improvement program, and the review of private and public development plans to ensure conformance with established engineering standards.

Supervisory Responsibility: The City Engineer does not routinely have supervisory responsibility, but on an occasional or project specific basis, supervision may be exercised over subordinate personnel or employee may act as group leader over an assigned activity.

Interpersonal Contacts: Are made within the Public Works Department, other City departments, and with individuals not employed by the City. Communication may occasionally contain confidential or sensitive material.

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| ◆ Internal: 75% | ◆ In person: 60% |
| ◆ External: 25% | ◆ Email: 20% |
| | ◆ Phone: 20% |

Specific Job Skills:

Knowledge of:

- ◆ Modern theories, principles and practices of public works administration, engineering, capital construction management, field maintenance operations, and program development and administration.
- ◆ Contracts, agreements, plans, specifications and procedure associated with public works projects.
- ◆ Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- ◆ Principles and practices connected with budget preparation, administration, and financial management of and professional service contracts.
- ◆ Computer aided drafting and design software, Geographic Information Systems (GIS), and Pavement Management Systems (PMS).
- ◆ Principles of supervision, training and performance evaluations.
- ◆ Business letter writing and basic report preparation.
- ◆ Budget preparation and control.

- ◆ Pertinent federal, state, and local laws, codes and regulations.
- ◆ Recordkeeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and City staff.
- Storm drainage planning, design, and review under the King County Surface Water Design Manual.

Ability to:

- ◆ Plan, direct, and integrate the sub-functions within the department, including, but not limited to construction and maintenance of public facilities, parks, streets, and stormwater, water and wastewater infrastructure systems
- ◆ Understand, interpret, explain and apply all policies, laws, regulations, codes, and ordinances applicable to public works construction and maintenance
- ◆ Assist in preparing and administering large and complex budgets; allocate limited resources in a cost effective manner.
- ◆ Interpret and apply civil engineering standards, requirements and specifications.
- ◆ Interact with legal counsel on claims and litigation regarding contracts and negotiate construction contract claims and changes.
- ◆ Identify and respond to community and City Council issues, concerns and needs.
- ◆ Assist in the development and administration of department goals, objectives and procedures.
- ◆ Present proposals and recommendations clearly, logically, and persuasively in public meetings.
- ◆ Represent the City's interests in negotiations and other dealings on a variety of difficult, complex, sensitive and confidential issues.
- ◆ Use sound judgment when making decisions, interpretations, and in communications with others.
- ◆ Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- ◆ Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- ◆ Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- ◆ Prepare and submit grant applications for Public Works projects.
- ◆ Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- ◆ Communicate clearly and concisely, both orally and in writing.
- ◆ Understand and utilize all aspects of modern office procedures, methods, and computer equipment software.

Minimum Qualifications:

- ◆ Sufficient education and experience to satisfactorily perform the duties of this classification. A typical qualifying background would be a bachelor's degree in civil engineering from an accredited institution and four (4) years of municipal

- engineering experience, plus a valid Washington PE license.
- ◆ Knowledge of a Geographic information System (GIS) is a plus.
- ◆ Must possess and maintain a valid Washington State drivers' license.

Job Conditions: Work environment is primarily in an office environment with a portion of the duties performed outdoors conducting site investigations, etc. The working environment requires walking on various types of surfaces, including rough terrain, sitting, standing, ability to maintain balance, climb inclines, ability to bend, stoop, crouch, reach, push, pull, twist, requires a sense of touch, gripping with fingers and hands, lifting and carrying up to 20 pounds, the ability to operate a passenger vehicle, and to work alone and cooperatively with associates as a team member. Travel to meetings and conferences are required. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

First Level Supervisory Approval

Second Level Approval