

City of  
**EDMONDS**  
Washington

**CITY ENGINEER**

<b>Department:</b>	Public Works- Engineering	<b>Pay Grade:</b>	<b>NR-19</b>
<b>Bargaining Unit:</b>	Non Represented	<b>FLSA Status:</b>	Exempt
<b>Revised Date:</b>	November 2012	<b>Reports To:</b>	Public Works/Utilities Director

**POSITION PURPOSE:** Under administrative direction, plans, organizes and directs the Engineering activities and operations of the City; manages the design, construction and administration of capital improvement projects; oversees the plan review and inspection of private development improvements, permits and other matters relating to the compliance with City codes, standards and technical practices of utilities, streets, sidewalks and other civil work; develops, prepares and manages the Division budget and project budgets for capital improvements. Supervises and evaluates the performance of assigned staff and makes recommendations for various personnel actions.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Manages, coordinates and reviews the work of assigned staff.
- Assigns work activities, coordinates schedules, projects, and programs, provides constructive feedback, reviews and evaluates work and makes effective suggestions and recommendations.
- Supervises, coaches, trains and motivates staff and coordinates and/or provides staff training.
- Manages the employment and hiring process and employee relations for assigned area.
- Manages the workflow and prioritization of assigned projects and takes appropriate corrective action when necessary providing advice and counsel to staff.
- Develops or assists with developmental work plans for staff and makes recommendations and/or implements corrective actions, discipline and termination procedures as appropriate/necessary or as directed.
- Manages, administers, maintains and oversees assigned division budgets.
- Makes recommendations to the annual budget, monitors expenditures and identifies needs, reviews and approves reports, purchases and payments according to established policies and practices.
- Makes recommendations and forecasts for future funds needed for staffing, equipment, materials and supplies.
- Develops and prepares the budget for the capital improvement program.
- Monitors and tracks project expenditures and capital project revenues from utilities, grants, gas tax, REET, impact fees, bonds, and inter-local agreements; analyzes and reviews budgetary and financial data and controls.
- Plans, organizes, controls and directs the Engineering activities and operations of the City including: streets, storm drainage, sanitary sewers, water utility, transportations/traffic engineering and public information.

## **JOB DESCRIPTION**

### **City Engineer**

- Communicates effectively and provides expertise and administrative guidance to assigned staff to meet the Division's goals, objectives and policies.
- Oversees the administration of public works design and construction contracts on capital improvement projects for utility, street and City buildings and facilities projects.
- Reviews and approves design plans, specifications and bid documents and advertises for bids and recommends award of construction contracts.
- Negotiates, prepares and recommends change orders for approval; reviews and approves payments to consultants and contractors.
- Organizes, prepares and approves agenda memos and exhibits for city Council review and approval.
- Attends Council and committee meetings and makes presentations and responds to questions or issues as needed.
- Oversees the review of private development plans, application for permits, subdivisions, rezones, Architectural Design Board approvals of utilities, streets, sidewalks and other civil work as well as variances and other matters relating to compliance with codes, standards, planning and technical practices.
- Applies and implements engineering provisions related to City Code and recommends new ordinances and standards as appropriate; organizes and directs field inspections on construction of private development improvements and utilities within the public right-of-way.
- Oversees and coordinates updates to a variety of long-term plans including storm water, water, sanitary sewer and transportation comprehensive plans.
- Prioritizes problems based on social, maintenance and monetary impacts.
- Provides engineering support to functional managers in developing the capital improvement program and capital budget and in preparing and updating comprehensive plans for the City's roads, utilities and other public facilities.
- Prepares applications for and administers federal and state grants for capital improvement programs.
- Provides technical expertise, information and assistance to the Director regarding assigned functions and assists as needed in the formulation and development of policies, procedures and programs.
- Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.
- Prepares technical standards, administrative procedures and technical reports; communicates with other administrators, personnel and outside agencies to coordinate activities and programs; resolves issues and conflicts and exchange information and assumes the duties and responsibilities of the Public Works/Utilities Director in his or her absence.
- Provides operational leadership to assure standards are met for productivity, efficiency, continuous quality improvement, customer satisfaction and teamwork.
- Performs work within scope of authority and training and in compliance with policies and quality standards.
- Monitors assigned operations and assure compliance with federal, state, and local regulations and policies; interprets policies and procedures and assures the consistent application of rules and regulations.
- Serves as staff on a variety of boards, commissions and committees and prepares and presents staff reports and other necessary correspondence.
- Attends and participates in professional group meetings.
- Maintains awareness of new trends and developments in the fields related to area of assignment; incorporates new developments as appropriate and assigned.

#### **Required Knowledge of:**

- Planning, organization and direction of Engineering functions and operations.
- Civil engineering techniques and design.
- State and federal funding procedures for Public Works projects.

## **JOB DESCRIPTION**

### **City Engineer**

- Applicable federal, state and local laws, codes, regulations, policies and procedures related to water, wastewater and sanitary sewer systems, streets and other assigned areas.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety standards, rules and regulations.
- Principles and practices of the long-range strategic planning.
- Structure, organization and interrelationships of city departments, agencies and related governmental agencies and offices affecting assigned functions.
- Effective oral and written communication principles and practices to include public relations and public speaking.
- Administrative program/project management techniques and principles.
- Contract negotiation and administration.
- Research methods and report preparation and presentation.
- Modern office procedures, methods, and equipment including computers and computer applications such as: word processing, spreadsheets, and statistical databases.
- English usage, spelling, grammar and punctuation.
- Principles of business letter writing.
- Principles and practices of governmental budget preparation and administration.
- Supervisory and training principles, methods, best management practices and techniques.

#### **Required Skill in:**

- Planning, organizing, controlling and directing the Engineering activities and operations.
- Serving as representative of the City on local and regional Engineering issues.
- Supervising construction, design and contracts.
- Conducting project design reviews.
- Developing and administering procurement and consultant contracts as necessary.
- Creating and producing effective grant requests.
- Interpreting, applying and explaining rules, regulations, policies and procedures.
- Planning and implementing long-term strategies, including capital construction project planning and oversight.
- Utilizing personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
- Analyzing situations accurately and adopting an effective course of action.
- Maintaining confidentiality and communicating with tact and diplomacy.
- Applying program/project management techniques and principles.
- Directing the maintenance of a variety of reports and files and preparing, maintaining and reviewing comprehensive narratives and statistical reports.
- Developing and monitoring departmental, capital improvement, and program/project operating budgets, costs and schedules.
- Communicating effectively verbally and in writing, including public relations and public speaking.
- Supervising, leading, coaching and using best management practices to improve staff performance; delegating tasks and workload assignments.

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**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

Bachelor's Degree in Civil Engineering or related field and six years of increasingly responsible civil engineering design and construction experience in a municipal, State, or related environment that includes three years of staff supervisory, budgetary, and management responsibility; OR an equivalent combination of education, training and experience.

**Required Licenses or Certifications:**

Valid State of Washington Driver's License .

Current Washington State Professional Civil Engineer (PE) license.

Must be able to successfully complete and pass a background check.

**WORKING CONDITIONS:**

**Environment:**

- Indoor and outdoor work environment.
- Driving a vehicle to conduct work.

**Physical Abilities:**

- Hearing, speaking or otherwise communicating to exchange information in person or on the telephone.
- Operating a computer keyboard and drafting materials.
- Reading and understanding a variety of materials.
- Sitting, standing or otherwise remaining in a stationary position for extended periods of time.
- Ascending/descending from ladders and working from heights or depths.
- Bending at the waist, kneeling or crouching reaching above shoulders and horizontally or otherwise positioning oneself to accomplish tasks.
- Lifting/carrying or otherwise moving or transporting moderately heavy objects up to 40 lbs.
- Ability to wear appropriate personal protective equipment based on required City Policy.

**Hazards:**

- Contact with angry and/or dissatisfied customers.
- Occasional exposure to dangerous machinery.
- Occasional extreme weather conditions.
- Potential physical harm and hazardous chemicals when working in the field, conducting inspections and working around construction equipment and worksites.

**Incumbent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_

**Date:** \_\_\_\_\_