

City of  
**EDMONDS**  
Washington

**ENGINEERING PROGRAM MANAGER 2**

<b>Department:</b>	Public Works - Engineering	<b>Pay Grade:</b>	<b>NR-12</b>
<b>Bargaining Unit:</b>	Non-Represented	<b>FLSA Status:</b>	Exempt
<b>Revised Date:</b>	November 2012	<b>Reports To:</b>	City Engineer

**POSITION PURPOSE:** Under administrative direction, performs the more complex, advanced and senior level coordination, maintenance, management, and oversight of the engineering review and inspection process for private development projects to ensure compliance with the Edmonds Community Development Code (ECDC); provides guidance, training and oversight for other staff members on development reviews and inspections; performs engineering and construction management of the City capital improvement program for public facilities, streets and utilities; oversees the development, bidding and construction management of City projects.

**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.*

**Private Development Services**

- Manages the Engineering Division responsibilities for private development reviews and inspections; coordinates and maintains an orderly review process for land development proposals submitted to the City and ensures compliance with the ECDC.
- 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.
- Prepares and maintains a variety of records and reviews related to assigned activities.
- Reviews and makes recommendations to City codes or policy changes as appropriate and based on experience with daily operations and planning.
- Develops, documents and publicizes Engineering Division processes and procedures; establishes documents; publicizes City design and construction standards.
- Determines engineering requirements for subdivisions, commercial, multi-family and single family private development projects.
- Reviews plats and designs for streets and utilities to be installed.
- Reviews and approves permits for commercial, multi-family, single family and other private development projects for code compliance.
- Conducts preconstruction conferences and explains permit conditions to applicants.
- Reviews final subdivision records, verifying accuracy of legal descriptions and maps for conformance to ECDC and coordinates reviews with other divisions.

## **JOB DESCRIPTION**

### **Engineering Program Manager 2**

- Calculates permit fees, prepares Engineering requirements for development and submits to the City Engineer for authorized signature.
- Conducts reviews and inspections and approves construction of subdivisions, commercial and multi-family building projects; provides guidance, training and oversight for other staff members on development reviews and inspection.
- Monitors assigned staff performance and implements corrective action as appropriate.
- Serves as liaison between City staff, the public, engineering consultants and other land development professionals.
- Responds to engineering questions and provides information regarding engineering permits and land development to the public.
- Communicates with internal and external contacts regarding project management, project coordination and general inquiries.
- Attends hearings on subdivision and land developments and presents project requirements.
- Provides information to public regarding permits and related engineering questions.
- Prepares and presents materials for City Council, Hearing Examiner, Planning Commission, Architectural Design Board and public meetings; prepares and maintains a variety of files, records and reports related to assigned activities.

### **Capital Construction Program Management**

- Manages the City's construction program, processes and procedures.
- Develops, documents and publicizes processes and procedures.
- Oversees implementation of processes and procedures.
- Provides training and guidance to other staff members; provides oversight of construction contract bidding, award, and administration.
- Oversees the capital project management, inspection and compliance with contract, code and permit requirements; establishes, documents and publicizes City design and construction standards.
- Serves as Quality Control Manager which includes quality control and constructability reviews of designs prepared by in-house staff and by outside consultants.
- Ensures compliance with City codes, ordinances and general engineering practices; manages larger and more complex capital projects and construction contracts.
- Provides detailed reports, records and other documentation related to assigned projects including: project files, correspondence, contract change orders and claims documentation and prepares permit and grant applications.
- Designs capital projects, performs field inspections and surveys and prepares plans and specifications.
- Establishes drafting standards to ensure clarity and uniformity in drawing layouts, lettering, symbols and line types.
- Reviews proposed changes with City Engineer prior to implementation
- Provides guidance, training and oversight for junior staff members on designing projects and managing construction contracts; monitors their performance and implements corrective action as appropriate.
- Manages consultant contracts as assigned including: soliciting, selecting, monitoring and coordinating outside consultants.
- Serves as lead surveyor and supervises survey teams.
- Performs topographic and accident surveys providing guidance, training, and oversight for junior staff members in surveying.
- Monitors assigned staff performance and implements corrective action if appropriate; performs detailed engineering and survey calculations and prepares legal descriptions.
- Interprets Washington State Department of Transportation (WSDOT) and American Public Works Association (APWA) specifications and standards and assures project compliance with related regulations.
- Communicates with City residents, departments and other agencies regarding assigned projects and provides a variety of information related to department projects and construction plans.
- Performs other related duties as assigned.

## **JOB DESCRIPTION**

### **Engineering Program Manager 2**

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

- Civil engineering principles, practices and standards.
- City standards, codes, regulations, local, state and federal laws including the Edmonds Community Development Code.
- Review, inspection and approval processes and procedures related to subdivisions and commercial, multi-family and single family private developments.
- WSDOT and APWA specifications and procedures.
- Building, electrical and plumbing codes, construction methods, materials, processes and procedures.
- Field inspection practices, including surveying and material testing.
- Modern engineering methods and techniques of construction and management of engineering projects.
- Property owners' rights and privileges.
- Laws, regulations, ordinances and codes related to assigned activities.
- Health and safety regulations.
- Technical aspects of field of specialty.
- Interpersonal skills using tact, patience and courtesy.
- 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.
- Program/project management techniques and principles.
- 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.
- Oversight, technical review and advisement techniques, lead work principles, methods and techniques.

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

- Planning, designing, directing, coordinating and implementing construction of public facilities primarily related to streets and utilities.
- Providing project oversight for the development, bidding and construction management of City projects.
- Performing engineering and land survey calculations.
- Reading, interpreting and understanding specifications, drawings and field surveys.
- Reviewing and editing project plans and specifications.
- Planning workload and prioritizing and scheduling work.
- Representing the City effectively at public meetings and work with the public.
- Interpreting, applying and explaining rules, regulations, policies and procedures.
- 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.
- Applying program/project management techniques and principles.
- Directing the maintenance of a variety of reports and files; preparing, maintaining and reviewing narratives and statistical reports.
- Determining or assisting with project budgets, resources and timelines to complete projects from conceptualization to finish.

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- Communicating effectively verbally and in writing, including public relations and public speaking.
- Oversight, training and technical review of other's tasks.

**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

Bachelor's Degree in Civil Engineering, Construction Management or related field and four years of municipal engineering experience including review, inspection and approval of subdivisions and commercial, multi-family and single family private developments, and management and oversight of capital construction projects and contracts that includes oversight of compliance, schedules, and costs; OR an equivalent combination of education, training and experience.

**Required Licenses or Certifications:**

Valid State of Washington Driver's 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.
- Working in and around moving traffic.
- 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:** \_\_\_\_\_