

CITY OF ORTING

JOB DESCRIPTION

Job Title: City Engineer Department: Public Works
Reports to: City Administrator Effective Date:
Annual Salary: \$124,702 - \$140353.68 Closing Date:

SUMMARY DESCRIPTION

This position is a full-time, FLSA exempt position. Under administrative direction, directs, manages, supervises and coordinates the activities and operations of public works engineering and development engineering services; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the Public Works Director.

REPRESENTATIVE DUTIES

Duties may include, but are not limited to, the following:

1. Assume management responsibility for assigned engineering services and activities of the engineering services division including coordination of capital projects, land development, traffic engineering, and public works inspections.
2. Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.
3. Prepare and/or review professional civil engineering designs for assigned projects utilizing a variety of computer software programs; perform detailed calculations and computations; prepare and/or review the adequacy and accuracy of computations, preliminary layouts and design work from field and survey data.
4. Assist construction inspectors in the interpretation of plans, specifications and other contract documents.
5. Review and approve changes to approved plans and specifications; process a variety of permits.
6. Exercise professional engineering judgment in accordance with current accepted practice of civil engineering and appropriate laws and codes.
7. Participate in the preparation and administration of assigned engineering program budget; submit budget recommendations; monitor expenditures.
8. As assigned, serve as staff on a variety of commissions and committees, including evenings and weekends as needed; prepare and present staff reports and other necessary correspondence.
9. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of municipal civil engineering.

10. Ability to coordinate and work with outside engineering service firms when the scope of a project is beyond our internal capabilities.
11. Perform related duties as required.

Capital Projects

12. Oversee the bidding process for capital projects including receiving applications, awarding contracts and issuing notices.
13. Prepare and/or examine maps, deeds and legal descriptions for land acquisition and easement purposes.
14. Perform construction administration for assigned capital improvement projects; prepare, review, and analyze bid documents; award construction contracts; schedule and conduct pre-construction meeting; prepare and present staff reports and other correspondence as appropriate and necessary.
15. Prepare and coordinate federal and state procedures in the approval and obligations of funding for assigned projects.

Land Development

16. Supervise all aspects of design and construction of development projects involving public improvements and/or grading of land.
17. Review land development plans, subdivision maps and grading plans for compliance with applicable laws, codes and regulations.
18. Prepare conditions for land development projects for review and approval by the City Council and Planning Commission.
19. Oversee and coordinate the implementation of the National Pollutant Discharge Elimination System (NPDES) – Stormwater Quality Management Program as it relates to land development construction activities; provide information, training, and oversight to developers, engineers, contractors and Public Works Inspectors to mitigate erosion, sediment, and pollutant transport, construction waste handling and disposal, and post-construction maintenance of facilities.
20. Oversee, maintain, and compile data in preparing the City's Annual Stormwater Report for private and public projects.

Utilities

21. Provide responsible sanitary and environmental engineering services for the planning, design, analysis, construction, operation and maintenance of the waste water treatment plant including the rotating fine screen, bar screen, influent wet well pumps, dynamic grit separator, Sequencing Batch Reactor treatment system, blowers, UV disinfection system, step tanks, lift station / pump stations. With future considerations on a biosolids handling system that includes aerobic digesters, blowers and dewatering equipment.

22. Prepare engineering drawings and specifications, costs and quantity estimates for utility related projects; obtain required easements or permits for water and sewer system construction and utility structures.
23. Respond to emergency situations including floods or earthquakes; maintain contact with FEMA and other State Agencies for reimbursement for repair of flood damaged sanitation facilities.
24. Perform construction management and inspection services as required.

Traffic

25. Oversee and participate with a variety of traffic engineering duties including preparing signal, traffic signing and striping plans.
26. Perform field reviews of proposed construction site; obtain measurements and create preliminary plans for construction.
27. Attend and participate in community meetings regarding the impact of proposed construction; respond to citizen complaints and revise plans accordingly.
28. Conduct technical studies and prepare reports on traffic signal priorities, parking restrictions, striping and signing modification and speed surveys.
29. Supervise the adjustment and timing of isolated and interconnected signal systems; monitor traffic signal maintenance services.
30. Prepare conditions for traffic and roadways for review and approval by the City Council and Planning Commission; participate in traffic/transportation planning as necessary.
31. Review land development plans for compliance with applicable laws, codes, and regulations.

Building Safety

32. Review of building construction plans for structural integrity and code compliance.
33. Supervise and participate in the review of engineering reports and cost estimates for construction in the floodplain.
34. Perform plan check for residential, commercial and industrial projects; make recommendations on engineering problems as necessary.
35. Supervise the review and assignment of address numbers to real properties in the City.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services and activities of assigned municipal engineering program.
- Methods and techniques of engineering project management.
- Modern and complex principles and practices of engineering construction.

- Principles and practices of civil engineering design.
- Principles and practices of project and construction management.
- Principles and practices of contract administration.
- Principles and practices of structural engineering and architecture.
- Terminology, methods, practices and techniques used in technical civil engineering report preparation.
- Design, construction, operation, and maintenance of water quality control plant, equipment and treatment process.
- Federal funding procedures and various applications.
- Principles and practices of budget preparation and control.
- Principles of mathematics as applied to engineering work.
- Recent developments, current literature and sources of information regarding civil engineering.
- Pertinent federal, state and local laws, codes and regulations.

Ability to:

- Manage large and complex engineering projects.
- Ensure project compliance with appropriate federal, state and local rules, laws and regulations.
- Coordinate phases of construction projects and prepare progress reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Conduct comprehensive engineering studies and develop appropriate recommendations.
- Perform technical research and solve difficult engineering problems.
- Prepare and maintain technical civil engineering records and prepare comprehensive reports.
- Compile rough technical data and prepare statistical and narrative reports from field studies.
- Develop, review and modify civil engineering plans, designs, and specifications.
- Exercise professional engineering judgment to achieve results consistent with objectives.
- Present projects to City Council.
- Interpret and explain City policies and procedures.
- Prepare clear and concise reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in engineering with specialized course work related to area of assignment.

Experience:

Five years of relevant professional engineering experience.

License or Certificate:

- Possession of registration as a Professional Engineer in the State of Washington.
- Possession of a valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Office and field environment; travel from site to site; works with computers; exposure to noise and poisonous gases and liquids.

Physical: Sufficient physical ability to work in an office setting and operate office equipment; sit, stand, and walk for prolonged periods of time; climb ladders and slopes; operate motorized vehicles.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate vehicles.

Hearing: Hear in the normal audio range with or without correction.

REASONABLE ACCOMMODATIONS

Reasonable accommodations may be made in accordance with the Americans with Disabilities Act and the Fair Employment and Housing Act.

This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change. This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the employee.

The City of Orting provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, religion, sex, sexual orientation, marital status, national origin, age, gender, disability, genetics, or status as a protected veteran.