

***Title:***            ***City Engineer***  
***Reports To:***    ***Public Works Director***  
***Salary Range:*** ***Exempt***

**Job Objectives:**

Under the general direction of the Public Works Director, the City Engineer is responsible for all professional and technical municipal engineering related activities. This position serves as the responsible engineer for the design, preparation of plans and specifications, and construction of capital improvement projects; ensures compliance with City codes, ordinances, and engineering practices and standards; administers consultant contracts; coordinates policy issues through the director and supervises assigned personnel.

**Job Location and Equipment Utilized:**

Work is performed indoors in an office environment and in the field at construction sites in all types of weather conditions. Fieldwork exposes incumbents to the hazards of machinery and equipment used in normal operations and the construction of public works projects. Equipment utilized includes four-wheel drive vehicles, surveying instruments and equipment, engineer's level, plotter, and standard office equipment including a personal computer and CAD software.

**Essential Job Functions:**

- ◆ Plan, organize, supervise, control, direct and evaluate the work of the Engineering functions of the City.
- ◆ Develop plans, specifications, cost estimates and bid documents for utility, transportation, and other projects and/or supervise individuals engaged in these activities.
- ◆ Administer the review and approval of plans for all municipal development and stamp all plans for municipal development produced in-house. Analyze projects and development proposals for technical adequacy and compliance with City codes, standards, policies, and safety needs and/or provide direction and guidance to individuals or groups involved in the projects.
- ◆ Train, direct, supervise, and evaluate the performance of engineering division staff; evaluate performance and recommend disciplinary procedures as appropriate. Consult with the Director on personnel concerns and initiate disciplinary action as directed.
- ◆ Meet with citizens, developers, consultants and contractors to discuss projects or proposals and explain/negotiate needed changes. Review proposals with City staff and make public presentations. Recommend contract awards and other actions to the City Council.
- ◆ Conduct or supervise studies to determine future City needs and capital improvement priorities.
- ◆ Coordinate and oversee engineering support to other departments by serving as technical liaison.

- ◆ Provide information to the Director regarding the accuracy of technical engineering work of the division and performance of technical employees; and review workload planning including projects utilizing outside consultants.
- ◆ Establish and maintain effective working relationships with City staff, City officials, contractors, developers, other professionals, government agencies, and the general public in a courteous and helpful manner sometimes in stressful situations.
- ◆ Prioritize public infrastructure needs for the City and assist in securing funding for such improvements.
- ◆ Attend City Council and other meetings regularly, act as department and City representative and serve on boards as assigned.
- ◆ Act as liaison with other agencies such as WSDOT, Grays Harbor County and other cities.
- ◆ Negotiate consultant contracts.
- ◆ May attend meetings and hearings with or in absence of the Public Works Director
- ◆ Perform other duties and responsibilities as assigned.

**Required Knowledge, Skills and Abilities:**

- ◆ Requires an in-depth knowledge of modern engineering practices and principles, as well as an in-depth understanding of municipal engineering, construction, and planning.
- ◆ Requires knowledge of State, Federal and local laws, standards, regulations and ordinances related to the division's functions.
- ◆ Requires knowledge of modern management and supervisory practices and procedures, including budgeting, personnel management, project management and risk management.
- ◆ Requires knowledge and skills in coordinating the development of capital improvement plans and priorities.
- ◆ Requires knowledge of engineering, planning, design, and permitting process.
- ◆ Requires skill in negotiations and contract management.
- ◆ Requires excellent oral and written communication skills and the ability to make presentations to a variety of groups and organizations.
- ◆ Requires ability to identify and solve complex issues and problems.
- ◆ Requires ability to supervise the activities of employees in a manner conducive to effective and efficient work performance and positive morale.

**Required Physical Traits:**

- ◆ Requires ability to regularly sit and use fingers and hands to operate a computer, keyboard, and mouse and to handle materials.
- ◆ Requires ability to reach with hands and/or arms to manipulate large documents such as plans and specifications.
- ◆ Requires ability to climb stairs, stand and/or walk for long periods, climb or balance, stoop and kneel, crouch and lift and/or move up to 50 pounds.
- ◆ Requires ability to work outdoors in all types of weather conditions.

- ◆ Requires ability to drive a variety of vehicles and to utilize all tools and equipment necessary to accomplish the work.
- ◆ Requires sufficient visual acuity to comprehend written work instructions, prepare technical documents and reports, and review complex plans, diagrams, blueprints, and specifications as required.
- ◆ Requires sufficient speaking and hearing capacity to perform the essential functions and interact with the public and coworkers.

**Qualifications:**

- ◆ Requires a bachelor's degree in Civil Engineering, and
- ◆ Six (6) years progressively responsible experience in municipal engineering, including significant demonstrated experience in infrastructure planning, funding, design, and construction, or
- ◆ A combination of education, training, and experience that provides the required knowledge, skills, and abilities to perform the essential job functions may be considered.

**Other Requirements:**

- ◆ Requires a license to practice as a Professional Engineer (P.E.) in the State of Washington.
- ◆ Requires a valid Washington State Driver's License and a driving record acceptable to the City's insurance carrier.

Job description approved for use in accordance with Section 3.210 of the existing Personnel Manual.



Nicholas D. Bird  
Public Works Director

August 16, 2018

Date