

CITY OF SPOKANE VALLEY POSITION DESCRIPTION

Class Title: CIP Engineering Manager	Job Code Number: 300
Department: Community & Public Works	Grade Number: 18
Division: Engineering	FLSA Status: Exempt
Date: August 3, 2022	Location: City Hall

GENERAL PURPOSE

Oversees and performs the technical, administrative, supervisory, and complex professional engineering work for Capital Improvement Program projects, ensuring technical competence and compliance with all current city, state, and federal codes and criteria.

SUPERVISION RECEIVED:

Works under the guidance and direction of the City Engineer.

SUPERVISION EXERCISED

Exercises supervision over professional and technical engineering, and other personnel as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.

Selects, trains, evaluates, and disciplines personnel, and resolves employee grievances. Determines work procedures, prepares work schedules, and expedites workflow. Issues written and oral instructions. Assigns duties and examines work for exactness, neatness and conformance to policies and procedures. Counsels employees to improve performance. Studies and standardizes procedures to improve efficiency of subordinates.

Oversees and participates in the development and administration of the Community & Public Works Department's annual budget in areas of responsibility; participates in the forecast of funds needed for staffing, training, equipment, materials, supplies and projects.

Prepares composite reports from individual reports of subordinates. Adjusts errors and complaints.

Coordinates and/or undertakes the development or update of the City Transportation Improvement Program (T.I.P.), the Capital Improvement Program (CIP), and other plans involving the municipal infrastructure; manages associated budget; works with Department staff in preparing long-range infrastructure plans.

Plans, organizes, and oversees capital projects for the City, including defining projects and developing preliminary budgets for Council consideration; develops engineering plans and specifications, prepares scopes of work and consultant design contracts; prepares and advertises RFQs/RFPs; selects consultants. Monitors and approves expenditures; implements adjustments and other plans involving the design of municipal infrastructure and manages associated budgets.

Oversees the acquisition of property rights needed for capital projects and ensures compliance with the Uniform Relocation Act and all applicable state and federal requirements.

Provides contract management and project management for the construction of capital projects. Meets with contractors/consultants to discuss City requirements and performance standards. Oversees assigned projects and activities to ensure contractor/consultant compliance with time, scope, budget, and standards. Reviews and approves progress payments, approves, or denies Change Order requests, approves final products, presents to Council for approval, and closes contracts. In conjunction with the City Engineer, selects consultants/contractors for specialized studies; monitors contract performance.

Coordinates the preparation of, or develops, reviews, and updates the street system maps and data bases.

Maintains the engineering library and records for the Engineering Division.

Assures as-built records are prepared appropriately; documents necessary changes for the operation and maintenance programs of public works projects.

Monitors intergovernmental actions affecting areas of responsibility. Serves as liaison for the Engineering Division with other divisions, departments, outside agencies and the public; negotiates and resolves sensitive and controversial issues. Responds to and resolves citizen inquiries and complaints.

Evaluates issues and options regarding the construction, operations and maintenance of municipal public works and makes recommendations. Conducts a variety of organizational studies, investigations and operational studies; recommends modifications to engineering and operational programs, policies and procedures as appropriate.

Maintains regular contact with consulting engineers, construction project engineers, City, County, State and Federal agencies, professional and technical groups and the general public, regarding division activities and services.

Provides final engineering decisions and technical support to the City Engineer, Community & Public Works Director and City Administration as required.

Coordinates or prepares applications for grants and loans available for public works projects.

Oversees and updates City ordinances and resolutions related to public works projects.

Represents the City on a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence.

Assumes management responsibilities for assigned tasks and activities of the Community & Public Works Department, including developing and implementing short- and long-range plans.

Performs other duties as assigned by the City Engineer or Community & Public Works Director.

PERIPHERAL DUTIES

Determines applicable Federal, State and Local codes, regulations, and requirements for public works projects.

May provide intersection signal and channelization design.

May develop and maintain a pavement management system.

May serve as Traffic Engineering Manager, or as Acting City Engineer.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from a four-year college or university with a degree in civil engineering or a closely related field; and

(B) Minimum of seven (7) years previous professional civil engineering experience including at least two years in municipal engineering. Experience managing all phases of capital projects is highly desired.. Previous supervisory experience is desired; or

(C) Any equivalent combination of education and experience.

Necessary Knowledge, Skills, and Abilities:

(A) Thorough knowledge of civil engineering principles, practices and methods as applicable to a municipal setting; thorough knowledge of applicable City policies, laws, and regulations affecting Division activities;

(B) Considerable skill in arriving at cost estimates on complex projects; skill in operating the listed tools and equipment.

(C) Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, City officials and the general public; ability to conduct necessary engineering research and compile comprehensive reports.

(D) A key value of the City is customer service. This position requires considerable knowledge, ability and skill in the principles and practices of excellent customer service as practiced in both the private and public sectors. It requires the ability to effectively meet and deal with the public; the ability to handle stressful situations; the ability to greet and respond to customers in a friendly, pleasant and professional manner using appropriate inflection, grammar and syntax; the ability to establish and maintain effective working relationships with employees, supervisors, and the general public; the ability to maintain a professional, courteous, and pleasant demeanor in difficult and stressful situations; and the ability to diplomatically deal with difficult people. A willingness to expend extra effort to help the public find answers or information relative to their inquiry or complaint is expected.

SPECIAL REQUIREMENTS

Must possess a valid State driver's license or have the ability to obtain one prior to employment; registration as a Professional Engineer (PE) in the State of Washington, or reciprocal certification.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, and data base and computer-aided-design software; standard drafting tools;; motor vehicle; phone.

PHYSICAL DEMANDS

The physical demands described here 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 functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate drafting instruments, computers, and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet to moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____

Human Resources Director

Approval: _____

City Manager

Effective Date: August 3, 2022,

Revision History: May 13, 2003, Established
January 1, 2016 - Title Change
August 1, 2022 - Updated