

CITY OF SPOKANE VALLEY POSITION DESCRIPTION

Class Title: City Engineer
Department: CED/Public Works
Division: Engineering
Date: March 31, 2017

Job Code Number: 300
Grade Number: 19
FLSA Status: Exempt
Location: City Hall

GENERAL PURPOSE

Performs complex managerial, administrative, and supervisory work in planning, organizing, directing and supervising the engineering functions of the City. Performs complex professional engineering work for environmental, transportation, utility, and development projects and programs ensuring technical competence and compliance with all current codes and criteria.

SUPERVISION RECEIVED

Works under the general guidance and direction of the Deputy City Manager.

SUPERVISION EXERCISED

Exercises direct supervision over professional and technical engineering staff as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Chiefly responsible for the performance of capital improvement program, development engineering, stormwater, solid waste, traffic and street maintenance staff of the City. Responsible for the quality of products and services of assigned areas of responsibility. Determines work procedures, prepares work schedules, and expedites workflow. Issues written and oral instructions. Assigns duties and examines subordinate work for exactness, neatness, and conformance to goals, policies and procedures.

Oversees CIP projects to ensure staff/contractor compliance with time and budget parameters. Determines applicable codes, regulations, and requirements for CIP projects.

Engages the public to allow for the completion of projects in a manner that minimizes potential negative impacts of capital improvement. Notifies affected businesses and citizens of potential interruptions in services or access and actively seeks information for the purposes of improving the infrastructure of the City.

Prepares composite reports from individual reports of subordinates. Adjusts errors and complaints. Evaluates issues and options regarding municipal public works and makes recommendations.

Prepares and administers the adopted budget for the assigned areas of responsibility. Prepares and documents budget requests. Directs strategic planning, pavement preservation program,

policy development, goal setting, data collection and reporting activities of the division; prepares special project programs; informs the Deputy City Manager as to the status of areas of responsibility. Prepares reports and makes presentations at public hearings; attends and presents at City Council meetings.

Reviews private project development plans for compliance with codes, regulations, and standards, adequacy of applications for permits and compliance with approved plans.

Assists in the evaluation of transportation and traffic impacts of development proposals, permits, rezones, plats, etc. Prepares traffic, utility and other studies and reports.

Coordinates the preparation of, or develops, engineering plans and specifications, may coordinate required advertising for bids, reviews construction bids and makes necessary recommendations based on lowest and best bids, competency of contractors and consultants, and the selection criteria.

Supervises the preparation and development of the stormwater and traffic infrastructure, and street system maps and data base.

Maintains and updates streets and stormwater standards.

Assures as-built records of projects, and documents necessary changes for the operation and maintenance programs.

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.

Studies and standardizes procedures to improve efficiency of subordinates. Maintains harmony among workers and resolves grievances.

Supports other staff in the overall success of City goals and initiatives. Actively develops effective working relationships with both administrative and program officials to ensure cooperation and efficient operation of city government.

Coordinates with Washington Department of Transportation Local Programs staff and ensures the administration of CIP projects conform to federal and state requirements.

Conducts and oversees special studies and reports on a variety of subjects and activities as basis for recommendations to City Council, City Manager, or Deputy City Manager.

PERIPHERAL DUTIES

Monitors inter-governmental actions affecting public works projects or goals.

Assists in the training of other city personnel in public works design and construction techniques.

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 years previous professional civil engineering experience including at least four years in public works or development engineering supervising subordinate staff; or

(C) An equivalent combination of education and experience may be considered.

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) Thorough knowledge of federal funded project right-of-way acquisition and administration procedures;

(B) Considerable skill in managing complex projects; and

(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 Washington 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 database and computer-aided-design software; motor vehicle; phone; mobile radio.

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; 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 Manager

Approval: _____
City Manager

Effective Date: March 31, 2017

Revision History: Established May 13, 2003
Updated March 31, 2017