

CITY OF SPOKANE VALLEY POSITION DESCRIPTION

Class Title: Development Services Manager
Department: Community Development
Division: Development Engineering
Date: January 1, 2015

Job Code Number: 300
Grade Number: 18
FLSA Status: Exempt
Location: City Hall

GENERAL PURPOSE

Oversees and performs the technical, administrative, supervisory and complex professional engineering work for Development, Traffic, Street Maintenance, and Stormwater, ensuring technical competence and compliance with all current codes and criteria.

SUPERVISION RECEIVED:

Works under the guidance and direction of the Community Development Director.

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 Development 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.

Reviews utility permits, street use permits, franchise utility permits, etc.

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

Oversees traffic engineering; oversees and provides input in the preparation of traffic impacts of development project proposals, City speed surveys, average daily traffic counts, pavement markings, City signage, and miscellaneous traffic studies and reports.

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

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.

Monitors intergovernmental actions affecting areas of responsibility. Serves as liaison for the Community Development Department 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.

Provides final engineering decisions and technical support to the Community Development Director and City Administration as required.

Assumes management responsibilities for assigned tasks and activities of Development, including developing and implementing short- and long-range plans.

Develops and maintains a pavement management system.

Oversees, monitors and approves private development projects; reviews application submittals, determines appropriate conditions of approval, attends public hearings, reviews plans and specifications to ensure the construction of infrastructure meets the requirements and standards adopted by the City; oversees construction inspection and project sureties; issues final engineering approval by signing final plats and releasing project sureties.

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

Provides contract management and project management for the construction, operation and maintenance of community development projects. Meets with contractors/consultants to discuss City requirements and performance standards.

Plans, organizes, and oversees community development projects for the City, including defining projects and developing preliminary budgets for Council consideration; prepares scope of work and contract; prepares and advertises bid; selects contractor/consultant. Monitors and approves expenditures; implements adjustments and other plans involving the municipal infrastructure and manages associated budgets.

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

Performs other duties as assigned by the Community Development Director.

PERIPHERAL DUTIES

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, and previous supervisory experience desired; or

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

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; surveying equipment including level, theodolite and electronic distance measuring devices; 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; 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 Manager

Approval: _____
City Manager

Effective Date: January 1, 2015

Revision History: May 13, 2003, original
September 1, 2003, Update
May 28, 2010, Update