

## CITY OF SPOKANE VALLEY POSITION DESCRIPTION

Class Title: Engineer  
Department: Public Works  
Division: NA  
Date: January 1, 2005

Job Code Number: 310  
Grade Number: 16  
FLSA Status: Exempt  
Location: City Hall

### **GENERAL PURPOSE**

Performs a variety of technical, supervisory and complex engineering work in the accomplishment of transportation, stormwater, utility, environmental and other Public Works projects and programs, ensuring technical competence and compliance with all current codes and criteria.

### **SUPERVISION RECEIVED:**

Works under the general guidance and direction of a Senior Engineer.

### **SUPERVISION EXERCISED**

N/A

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Provide professional engineering design, management, and review of engineering plans, specifications, and estimates related to private developments and municipal capital projects prepared by consultants and/or city staff.

May exercise project supervision over assistant engineers and/or technical staff as assigned.

Develops, evaluates potential impacts and assists in rendering decisions for the following:

- Design standards and Deviation Requests from property owners, developers, private and governmental engineers, and utility companies.
- Conditions of Approval for private development projects.
- Road and easement establishments and vacations.
- Developer Agreements

Coordinates the formation and operation of Local Improvement Districts as required.

Determines and accurately applies appropriate codes, regulations, and requirements for assigned projects.

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

Provides project management for the design and/or construction of municipal public works projects. Oversees assigned projects to ensure consultant/contractor compliance with time and budget parameters for the project.

Performs review of state and federal stormwater and environment permitting regulations. Assists in determining compliance with applicable stormwater and environmental requirements.

Coordinates the development of, reviews, and/or updates the storm drainage, sanitary sewer, water, and street system maps, data base, and comprehensive plans.

Assists in maintaining the engineering library and infrastructure records.

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

Responds to public or other inquiries relative to engineering policies and procedures on specific projects and other information.

Evaluates issues and options regarding municipal public works and makes recommendations.

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 intersection signal and channelization design. Assists in developing and maintaining a pavement management system.

### **PERIPHERAL DUTIES**

Reviews, makes recommendations and/or approves Public Works-related permits, such as utility, street use and franchise utility.

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

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 three (3) years previous professional civil engineering experience including at least two years of municipal engineering; previous supervisory experience 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; 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. Work necessitates moving about on construction work sites, and may take place under adverse weather conditions. 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, 2005

Revision History: New