

## CITY OF SPOKANE VALLEY POSITION DESCRIPTION

Class Title: Engineering Manager  
Department: Public Works  
Division: Capital Projects Engineering  
Date: January 1, 2017

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 Capital Improvement Projects, ensuring technical competence and compliance with all current 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 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.), Comprehensive Sewer Plan, Comprehensive Water Plan, 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 public works 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.

Provides contract management and project management for the construction of public works 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 Public Works Director, selects consultants/contractors for specialized studies; monitors contract performance.

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

Maintains the engineering library and records for the Public Works Department.

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 Public Works 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.

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 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 Public Works 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 Public Works Department, including developing and implementing short- and long-range plans.

Performs other duties as assigned by the 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 Acting Senior Engineer – Development, or as Acting Public Works Director.

#### **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) 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. 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:  
September 1, 2003

Revision History:  
May 13, 2003, original  
January 1, 2016, Title Change