

## CITY OF SPOKANE VALLEY POSITION DESCRIPTION

Class Title: Assistant Engineer (CIP)	Job Code Number: 315
Department: Community & Public Works	Grade Number: 15
Division: NA	FLSA Status: Exempt
Date: July 15, 2022	Location: City Hall

### GENERAL PURPOSE

Performs complex engineering work in the provision of office and field engineering support for environmental, transportation, stormwater, parks, 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 CIP Engineering Manager as assigned.

### SUPERVISION EXERCISED

None generally. May exercise general supervision over temporary or other staff as needed and assigned.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists in the development or update of the City Transportation Improvement Program (T.I.P.), the Capital Improvement Program (CIP), and other plans involving municipal infrastructure.

Assists in the preparation of, or develops, engineering plans and specifications, evaluating site conditions, coordinating with utility purveyors and citizens, developing cost estimates, coordinating required advertising for bids

Assists in the construction administration of capital improvement projects. Assists with construction documentation and material acceptance to ensure compliance with contract documents and federal requirements. Coordinates with City inspectors and contractors. Oversees assigned projects to ensure contractor compliance with contract documents for the project. Conducts audits of federal funded project to ensure project files are complete and processes follow WSDOT Local Agency Guidelines and Construction Manual.

Assists in the preparation of, or develops, reviews and updates storm drainage and street system maps, data bases, and comprehensive plans.

Maintains the engineering library and infrastructure records.

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.

#### PERIPHERAL DUTIES

May coordinate capital project inspection, maintenance and enforcement programs.

Determines applicable codes, regulations, and requirements for assigned projects.

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 two (2) years previous professional civil engineering experience related to the duties and responsibilities of the position; or

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

(D) Experience designing and construction of public works projects is desired.

(E) Experience and proficiency in AutoCAD/Civil 3D is desired.

##### 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 engineering 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 an Engineer In Training (EIT) or Professional Engineer (PE) is desirable; must be physically capable of moving about on construction work sites and under adverse field conditions.

#### 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 Director

Approval: \_\_\_\_\_

City Manager

Effective Date: July 15, 2022

Revision History: Established May 13, 2003