

CITY OF SPOKANE VALLEY POSITION DESCRIPTION

Class Title: Assistant Engineer (Civil)
Department: Public Works
Division: NA
Date: May 13, 2003

Job Code Number: 315
Grade Number: 15
FLSA Status: Exempt
Location: City Hall

GENERAL PURPOSE

Performs complex and professional engineering work for environmental, street, storm drainage and other public works projects and programs ensuring technical competence and compliance with all current codes and criteria; Reviews and inspects plats and construction proposals for code compliance.

SUPERVISION RECEIVED:

Works under the general guidance and direction of the Public Works Director or a Senior Engineer as assigned.

SUPERVISION EXERCISED

May exercise general supervision over temporary or other staff as needed and assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

Determines applicable 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.

Assists in project management for the construction of the municipal public works projects. Oversees assigned projects to ensure contractor compliance with time and budget parameters for the project.

Assists in the preparation of sanitary sewer, water, storm drainage, and street system maps, data bases, and comprehensive plans.

Helps maintain the engineering library and infrastructure records.

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

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

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

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.

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 intersection signal and channelization design.

Assists in the development of pavement management systems.

PERIPHERAL DUTIES

May coordinate sidewalk inspection, maintenance and enforcement programs.

May be assigned to monitor inter-governmental actions affecting public works operations.

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) Two years previous professional civil engineering experience; 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; considerable 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; 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 State driver's license or have the ability to obtain one prior to employment; Registration as a Professional Engineer (PE) or Engineer In Training (EIT) preferred; 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 Manager

Approval: _____
City Manager

Effective Date: May 13, 2003

Revision History: