

CITY OF COVINGTON JOB DESCRIPTION

Job Title: City Engineer

Department: Public Works

Reports To: Public Works Director

Overtime Classification: Exempt

Date: October 2013

Definition:

Under general direction, analyze, propose, plan and implement a variety of projects and programs involving areas such as development and capital projects relating to transportation and stormwater. Research, prepare and present justifications on major expenditures, and monitor the operating budget and specialized funds. Propose projects, priorities and budgets. When directed, act as a representative of the engineering division of the Department of Public Works before the City Council, various committees, at public meetings, and on inter-jurisdictional bodies. As needed, provides development review services. Work is performed in an office setting, and meetings may be scheduled outside of normal business hours.

Supervision Received and Exercised:

This position works under the supervision of the Public Works Director and exercises functional and technical supervision over technical staff and contractors.

Essential Job Functions:

- Manage technical and administrative aspects of a variety of complex municipal development and repair projects on infrastructure such as storm sewers, streets, sidewalks, surveys, mapping and inspections. Close coordination with the City's water and sewer purveyors will be required.
- Prepare or oversee the preparation of applications and supporting data for federal- or state-funded programs. Maintain compliance within the division with federal and state laws or requirements related to project funding, bid procedures, consultant selection and construction standards.
- Coordinate with WSDOT Local Programs in developing projects as required and outlined in the Local Agency Guidelines (LAG) Manual.
- Develop, implement and maintain a 6 Year Transportation Improvement Plan including prioritizing projects, making recommendations and presenting to Council.
- Oversee and coordinate the engineering projects within the Capital Improvement Plan and the Transportation Plan.
- Work closely with the Community Development Department in managing the Transportation Concurrency Program and Traffic Impact Fee Program. Manage the Mitigated Payment System and Transportation Concurrency System; oversee the Senior Development Review Engineers efforts to apply the MPS and Concurrency programs, and represent the City for approval.

- Prepare, oversee or review the preparation of engineering standards, policies, studies, budget information, and project and contract status reports. Monitor, train and direct the engineering efforts of the Sr. Development Review Engineer and Construction Inspector in the Community Development Department as it pertains to Public Works.
- Maintain the transportation, stormwater, utilities and capital facilities element of the comprehensive plan and the official street plan. Prepare recommendations to update the comprehensive plan, street plan and design and construction standards and specifications.
- Manage the information and technology, IT/GIS Sections efforts of the City. This includes all hardware, software purchases, installations, training and server operations. Geographic Information Systems and Geographic Positions Systems and telephone/fax systems are included in this section. Develop, implement and maintain a 6 year technology plan for the entire City.
- From an engineering perspective, review legal documents such as contracts, leases, agreements, easements, deeds, and bills of sale pertaining to engineering projects.
- Analyze and make recommendations on various engineering policy and program issues to the Public Works Director, and work closely with the Director in formulating department approaches.
- Coordinate with the Maintenance Supervisor in scheduling necessary stormwater and street needs from an engineering and operations perspective. This may include coordination with King County Signal Maintenance and Transportation Divisions.
- Research applicable codes, regulations and requirements for projects; develop and/or oversee preparation of engineering plans and specifications; coordinate required advertising for bids; advise contractor(s) and Construction Inspector(s) during actual construction.
- Supervise and participate in the creation, development, and implementation of Local Investment Districts for improved stormwater and street services.
- Develop and update Comprehensive Master Plans for the stormwater and street systems to allow for orderly development; develop and maintain design criteria.
- Interpret plans and specifications within scope of knowledge for the appropriate design of assigned projects.
- Coordinate engineering activities with other City departments and provide engineering assistance to other City departments, as needed.
- In conjunction with the Public Works Director, prepare, coordinate and oversee the engineering annual budget.
- Respond to the general public to provide information and/or to resolve problems concerning City engineering and public works programs and plans.
- Perform other duties of a similar nature, as required.
- Driving is essential to perform job functions (see special requirements).
- Coordinate and prioritize development projects with other City departments, county, and state highway departments, and other relevant agencies or parties.
- Maintain surveillance over contracts in progress, including site visitations and evaluation of project progression, cost reports, determination of payment for work accomplished; accept or reject methods, performance, or completed work.

Non-Essential Job Functions:

All of the listed job functions are essential to the adequate fulfillment of the responsibilities of the position.

Qualifications:

Extensive knowledge of:

- Civil engineering practices, techniques, analysis and calculations relating to the design, construction and maintenance of a complete range of municipal infrastructures.
- Project management
- Engineering management concepts, methods, approaches and practices.
- Land and engineering surveying systems.
- Local, state and federal laws and guidelines governing municipal projects.
- City government functions and policies.
- Public budgeting processes and techniques.
- Operation of a personal computer and various software programs.

Ability to:

- Plan, implement, evaluate and report on a wide variety of public works programs, including transportation and capital improvement plans.
- Oversee and properly execute contracts.
- Organize and prioritize work assignments.
- Set and maintain rigid timelines and project work schedules, under pressure with interruptions and challenging deadlines.
- Utilize computer and appropriate software to perform essential functions of the job.
- Communicate effectively, both orally and in writing.
- Deal effectively with the public, and maintain effective working relationships with those contacted in the performance of required duties.
- Physical ability to perform essential job functions.

Education and Experience:

Minimum Criteria:

Five (5) years professional-level experience in Civil Engineering. Registration as a Professional Engineer in Civil Engineering in the State of Washington, or equivalent combinations of education, experience and registration which demonstrate the ability to successfully carry out the responsibilities of this position.

Preferred Criteria: *(In addition to Minimum Criteria)*

Bachelor of Science degree in Civil Engineering and at least two years experience in a local government, public sector position requiring engineering management of numerous programs and projects. At least two years in an engineering management position which includes supervision of other professional engineers.

Special Requirements:

- Possession of a valid Washington State driver's license and a driving record acceptable to the City's insurance carrier.
- Proper documentation to fulfill the requirements of the Immigration and Nationality Act within three (3) days of employment is a condition of employment with the City of Covington.

Physical Demands and Work Environment:

- **Constant Demands:** Sitting, talking, hearing, seeing.
- **Frequent Demands:** Driving, standing, walking, climbing, balancing, stooping, kneeling, crawling, pushing, pulling, feeling, reaching, lifting, grasping, twisting above the waist and reaching, bending at waist, repetitive hand and arm motion, and fine finger manipulation in the use of a computer.
- **Occasional Demands:** Exerting up to 20 lbs. of force occasionally.