



The City of Moses Lake is proud to be an equal opportunity employer. Our objective is to provide equal opportunity in all terms, conditions and privileges of employment for qualified applicants and employees without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, or status as a covered veteran.

Position: **Engineering Services Director/Assistant Municipal Services Director** ENG/8

Department: **Municipal Services**

Reports To: **Municipal Services Director**

FLSA: **Exempt**

JOB SUMMARY

The Engineering Services Director/Assistant Municipal Services Director oversees the operations of the City's Engineering Services Division, including GIS. The Division coordinates design, planning, and construction of public works, parks, and public facilities infrastructure projects throughout the city. The Director ensures statutory requirements are carried out related to review of engineering within the context of the City's overall comprehensive plan. In the absence of the Municipal Services Director, this position serves as the Municipal Services Director, and in general this position assists in oversight of municipal services.

MAJOR DUTIES

- Oversees the planning, organizing, scheduling and coordination of the funding, design, public involvement, right of way acquisition, environmental and construction phases of the City's Capital projects.
- Supervises division staff and sets the scope of work, schedules work, assigns work, monitors budget and results, evaluates performance, and ensures staff have the tools and resources to provide effective work products.
- Prepares technical engineering standards, guidelines, and policies and serves in a technical role on a wide range of projects in public infrastructure development, and analyzes and proposes engineering projects, programs, and plans.
- Oversees and coordinates the preparation of the Division's annual budget, the engineering projects within the Capital Improvement Plan, and the six-year Transportation Improvement Plan. Collaborates on utility Comprehensive Plan updates. Makes recommendations for staffing.

- Oversees preparations of plans, specifications and bid documents. Assures compliance with federal and state laws or requirements and City standards related to project funding, bid procedures, consultant selection and construction standards. Coordinates work.
- In the absence of the Municipal Services Director, represents the division and/or the City before the City Council and its committees, commissions, boards, public meetings, and on inter-jurisdictional bodies.
- Oversees the review of public and private development for compliance with public infrastructure (transportation and utility) requirements, permitting and fees.
- Analyzes and makes recommendations on various engineering policy and program issues to the City Manager and works closely with the Municipal Services Director in formulating department approaches. Prepares reports on division activity and compliance with laws, ordinances, and codes.
- Reviews legal documents such as contracts, agreements, easements, deeds, and bills of sales pertaining to engineering projects.
- Coordinates division activities with other city departments and provides or assists others to provide engineering and project management services to those departments and public projects; takes a lead role with water rights negotiations.
- Develops and maintains an organizational culture of project management and customer service in order to service internal customers and external development review customers.
- Responds to citizens and the general public to provide information and/or to resolve problems concerning city engineering and infrastructure programs and plans.
- Fulfills engineering role defined as duties of the Municipal Services Director within the City code.
- Ensures accurate and efficient maintenance of project databases, files, records, and reports.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION

- Extensive knowledge of management of public infrastructure systems; planning, monitoring, and evaluating engineering, construction, and maintenance projects.
- Knowledge of civil engineering, design, and construction principles and practices.
- Knowledge of analysis and calculations relating to the design, construction, and maintenance of a complete range of municipal infrastructure and facilities.
- Knowledge of organizational, fiscal, supervision, and personnel management in the public sector.
- Knowledge of federal, state, and local regulations related to engineering and public works administration.

- Ability to successfully manage directly, or through subordinates, the scope, schedule, and budget of individual infrastructure projects.
- Ability to absorb and analyze complex technical information, draw logical conclusions, and make decisions of significant scope with awareness of technical, legal, and financial consequences.
- Ability to plan, implement, and evaluate a wide variety of public works programs such as transportation plans and Capital improvement plans.
- Ability to mediate conflicts, sort out issues, and manage change in relation to overall department and City goals.
- Ability to communicate technical information effectively and respectfully to non-technical audiences, both orally and in writing.
- Ability to foster a positive and productive work environment, and take corrective actions as needed.
- Ability to recognize work excellence and build effective teams.
- Ability to organize work priorities and ensure timely results.
- Ability to ensure confidentiality and be attentive to detail and maintain a high degree of accuracy.

SUPERVISORY CONTROLS

The Engineering Services Director/Assistant Municipal Services Director operates under guidance of the Municipal Services Director in daily management activities of the division.

GUIDELINES

Guidelines include the Washington Administrative Code, the Revised Code of Washington, the municipal code, relevant state and federal regulations, and City and department policies and procedures. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management, supervisory, and technical duties. The variety, scope, and number of projects contributes to the complexity of the work.
- The purpose of this position is to manage the City's engineering services and assist in the overall management of municipal services. Successful performance helps ensure the effective and efficient operation of the department and affects the quality of life for city residents and visitors.
- The Director is accountable for effective operation of all engineering projects and programs within the City. They support other departments in design and construction of public facilities and infrastructure.

CONTACTS

The Engineering Services Director/Assistant Municipal Services Director has contact with a variety of individuals representing public and private agencies. Extensive work with other city staff and departments is required. Applies interpersonal skills to effective personnel management within the division and work teams.

PHYSICAL DEMANDS/WORK ENVIRONMENT

- Positions in this class perform work predominately in an office setting. Mobility is required for attendance at various meetings and touring public project work sites under various stages of construction. Reliable, punctual attendance is required. Extended work hours may be required occasionally to meet project and other division capacity constraints. Evening meetings may be required. The incumbent is subject to the stress of accommodating competing demands throughout the City.
- The work is typically performed while sitting at a desk or table or intermittently sitting, standing, or stooping.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

Supervision is exercised over the entire engineering and inspection team.

MINIMUM QUALIFICATIONS

- Bachelor of Science degree in Civil Engineering, and at least five years of progressively responsible experience in a local government, public sector position requiring engineering management of numerous programs and projects or equivalent; or a combination of education and experience that demonstrates the ability to perform the essential functions of the job.
- Experience leading teams with a mix of professional, engineering, private development, technical, labor/trades, and clerical staff is desired. Adept at adopting new technologies.
- Registered as a Professional Engineer in the State of Washington.
- Possession of a valid Washington State Driver's License and a driving record acceptable to the City's insurance carrier may be required to successfully carry out the responsibilities of the position.
- All applicants must be able to successfully pass a background check process which includes reference checks and criminal history checks, or other.

The statements contained herein reflect general details necessary to describe principal functions of this job, the level of knowledge and skills typically required and the scope of responsibility but should not be considered all-inclusive. Individuals may perform other duties as assigned, including work in other functional areas, to cover absences or relief, to equalize peak work periods or to balance workloads.

Management reserves the sole right to add, modify or exclude any duties at any time with or without notice. Nothing in this job description, nor by completion of any job requirements by the employee, is intended to create a contract of employment.

At its sole discretion, the City of Moses Lake may consider combinations of education, experience, certifications and training in lieu of specifically required qualifications contained herein.

This is an FLSA-exempt position and, as such, is not entitled to overtime. The position is also subject to an "employee at will" doctrine.
