



City of Olympia, Washington

**ENGINEERING AND PLANNING
SUPERVISOR
(TRANSPORTATION DIVISION)**

\$106,273 - \$129,165

Plus Excellent Benefits

Apply by

March 31, 2024

(Applications Reviewed as Submitted, Open Until Filled)

PROTHMAN



THE COMMUNITY



Nature is at your doorstep in Olympia. With fresh and salt-water shorelines, and nearby timbered forests, Olympia offers convenient access to water sports, hiking, and outdoor recreation.

The City is routinely recognized for its outstanding quality of life, vibrant downtown, convenient walking and biking, active/engaged community, low crime rate, and family-friendly amenities. Olympia, the Capital City, is also the entertainment, arts and cultural hub for the Thurston County area and beyond. Olympia is also within easy driving distance of major national parks, Pacific Ocean, Cascade and Olympic Mountains, and urban centers of Seattle WA, Portland OR, and Vancouver BC.

THE CITY

The City of Olympia operates under a Council-Manager form of government. The seven City Council members are elected to four-year staggered terms. City Council consists of an elected Mayor, an appointed Mayor Pro Tem, and five remaining members. Appointed by the City Council, the City Manager administers the City's day-to-day operations. The City of Olympia provides a full range of municipal services with a preliminary 2023 Operating Budget of \$185 million. City departments include the City Manager's Office, Community Planning & Development, Finance, Fire, Legal, Parks, Arts, & Recreation, Police, and Public Works.



THE DEPARTMENT & DIVISION

The Public Works Department functions with 178 FTEs and an overall budget of approximately \$82 million. The Department is divided into six divisions, which include Engineering, General Services, Waste Resources, Transportation, Drinking Water Utility, and Water Resources (Storm and Surface Water utilities).

The Transportation division contains three programs: Traffic Operations, Street Operations, and Engineering and Planning. Together they build and maintain a multi-modal street network that supports people walking, biking, driving, and riding the bus. The division functions with 28 FTEs on a budget of \$6.6 million.

Transportation Planning staff develop policy, plans, programs, and studies, and implement public education, encouragement, and engagement activities related to multimodal transportation.

Transportation Engineering staff implement capital facilities projects (budgeting, scoping, and design), review private development projects, develop new design standards, guide street operational and maintenance activities, and conduct data collection and analysis.

THE POSITION

The Engineering and Planning Supervisor serves under the general direction of the Transportation Director and is responsible for oversight of the Transportation Engineering and Planning team. This team is responsible for implementing the goals and policies of the Olympia Comprehensive Plan and the projects in the Transportation Master Plan, which places emphasis on increasing the use of walking, biking, and transit on Olympia's streets.

Essential Functions Include:

- Supervises a team of highly motivated professionals, serving as mentor, facilitator, and collaborator. Develops an annual work program for the team based on the priorities of the City Council, City leadership, and guiding policy and plans.
- Directs and reviews the work of employees. Oversees employees' schedules, responsibilities, and workload. Undertakes personnel actions, including hiring, disciplinary action, and performance evaluations. Identifies and resolves challenges for work groups and teams to function effectively.
- Encourages innovation and team's growing understanding of new engineering design concepts and planning practices.
- Monitors national and local policy and best practices related to multimodal transportation and integrates these into the work of the team as appropriate.
- Manages a budget, grant obligations, and consultant contracts.
- Prepares and presents reports and recommendations to elected officials, City leadership, advisory boards, public agencies, and community groups.
- Facilitates complex public engagement activities and oversees staff support for the City's Bicycle and Pedestrian Advisory Committee.
- Participates on a multidisciplinary team including maintenance and operations staff to resolve transportation system problems.
- Provides continual and consistent interaction with employees, openly sharing expectations, successes, and constructive feedback. Builds a culture of respect and transparent communication with our community.
- Serves as a representative of the City of Olympia and Public Works Department implementing initiatives and priorities.

For a full job description, please view the attachment found [here](#).

THE IDEAL CANDIDATE

The ideal candidate will have experience with multimodal transportation planning, engineering, policy development, and engineering experience specific to transportation and multimodal street design. Knowledge of transportation and land use planning principles, along with laws, standards and practices related to transportation system development and management will allow candidates to be successful. The selected candidate will have experience with municipal finance and grant management, and experience successfully working through complex technical and policy issues with elected officials, advisory bodies, community groups, and staff teams. The ideal candidate will demonstrate the ability to communicate clearly and effectively to diverse audiences both verbally and in writing, and have experience mentoring and supporting staff and building collaborative teams. The ideal candidate will display excellent interpersonal skills and can handle challenging situations with clarity, tact, and sensitivity.

EDUCATION & EXPERIENCE

- Graduation from a four-year college or university with a degree in engineering, urban planning, public administration, or a related applicable field is required. Completion of an accredited graduate level program in a related field is preferred.
- Five (5) years of progressively responsible experience in engineering, planning, public administration, or related applicable field is required.
- A Professional Engineer license.
- Two (2) or more years of supervisory experience.

Any combination of related education and experience may be considered that demonstrates the knowledge, skill, and ability to perform the essential duties and responsibilities will be considered.



Necessary Knowledge, Skills, and Abilities:

- Knowledge of current principles and practices relating to transportation infrastructure planning, design, construction, operations, and maintenance.
- Knowledge of federal and state transportation policies and programs.
- Experience working with municipal-level policies and regulations related to transportation Engineering and Planning.
- Ability to interpret and apply policies, regulations, and standards to complex transportation issues.
- Experience supervising staff: ability to build teams, collaborate, and develop staff member skills.
- Ability to monitor budgets, grant requirements and contracts. Knowledge of the municipal budget process.
- Ability to identify and analyze organizational problems, adopt a course of action, and provide leadership in guiding results.
- Ability to create innovative programs and projects in response to emerging policy issues.
- Experience implementing public education, encouragement, and engagement activities, preferably.
- Excellent oral and written communication skills. Ability to communicate complex and technical information clearly.
- Ability to establish and maintain effective working relationships with diverse individuals and groups, internal and external to City government.

COMPENSATION & BENEFITS

- **\$106,273 - \$129,165 DOQ**
- Medical Benefits (Regence HealthFirst 250 or Kaiser Permanente)
- Dental Benefits (Delta Dental)
- Vision Benefits (VSP)
- PERS Plan 2 or PERS Plan 3 State of Washington Retirement
- Accrued Vacation
- Accrued Sick Leave
- 10 Holidays per year and one Floating Holiday
- Remote work is optional. A minimum of one (1) day a week at the office is required.

To learn more about the City of Olympia, please visit:

www.olympiawa.gov



The City of Olympia is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **March 31, 2024** (applications reviewed as submitted, open until filled). Applications will only be accepted electronically. To **apply online**, go to www.prothman.com and click on "**Open Recruitments**", select "**City of Olympia, WA – Engineering and Planning Supervisor (Transportation Division)**", and click "**Apply Online**", or click [here](#).

PROTHMAN

www.prothman.com

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