

**CITY OF SHELTON
POSITION DESCRIPTION**

JOB TITLE: CITY ENGINEER

EXEMPT:	Yes	JOB CODE:	
SALARY LEVEL:	30	DIVISION:	Engineering
REPORTS TO:	Public Works Director	DEPT:	Public Works
PREPARED BY:	Jay Harris, PE	DATE:	November 16, 2023
APPROVED BY:		DATE:	

SUMMARY: The person in this position is responsible for the City engineering services related to review of design and construction plans submitted to the City, including areas related to water service, sanitary sewers, storm sewers, road and street systems and traffic control, and is responsible for the design of construction projects in those same areas. Coordinate assigned activities with other departments and outside agencies; and provide highly responsible and complex administrative support to the Public Works Director.

SUPERVISION RECEIVED:

- Works under the general supervision of the Public Works Director.

SUPERVISION EXERCISED:

- Supervises Senior Inspector, Engineer Technician, GIS Technician, and Capital Project Manager, and other employees as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provide engineering assistance and advice on all matters pertaining to streets, traffic, drainage, sewer and water utilities, and buildings and equipment for public facilities and grounds.
2. Provide oversight and direction for the development review process within Public Works; coordinate the process with the Community Development Department; review private development plans, studies, and specifications, including short plats, subdivisions, easements, and legal descriptions.
3. Oversee City capital improvement projects, including engineering studies, project design, project budgeting, contracting, construction management and inspection.
4. Coordinate pre-design and design phase elements with all customers.
5. Assure compliance with contract drawings and specifications and that the results serve the best interests of the City.
6. Identify Public Works needs and design/develop the necessary scope of work, which would include utility system designs, building designs, preparations of plans and specifications, and construction administration. Assure that the City complies with and enforces City, County, State and Federal laws, regulations, codes and policies.

7. Provide operational leadership to assure standards are met for productivity, efficiency, continuous quality improvement, customer satisfaction, and teamwork.
8. Make a variety of field surveys, compiles engineering data, and reviews civil, sanitary, water, street construction, utility extensions, hydraulics and other engineering designs and specifications.
9. Responsible for the inspection and keeping of records of inspections for all new utility systems and streets, as required on private property, and for acceptance by the City within the City's right-of-way. Responsible for obtaining and recording "as-built" information at the completion of Municipal and development engineering projects.
10. Supervise the inspection and evaluate utilities and streets in new subdivisions and other private developments.
11. Work with the Public Works Director and the Public Works Superintendents in project budgeting, coordination consultant preparation of construction plans, specifications, and bid proposal requests for utility and other projects.
12. Coordinate with the Public Works Director and the Public Works Superintendents in overseeing the performance of Contractors' work during the construction phase of the contracts and approve work in progress and final payment of work performed.
13. Coordinates the development and implementation of long-range comprehensive planning programs for the City's water, wastewater, storm drainage, and transportation systems.
14. Develop and budget yearly for six-year water, wastewater, storm drainage, and transportation improvement capital projects to ensure effective expansion and operation of infrastructure. Prepare the annual six-year Transportation Improvement Program plan for adoption by the City Council and submittal to the State.
15. In the absence of the Public Works Director or under his/her direction, may serve as the City representative with outside agencies and consultants, Boards, Commissions and City Commission.
16. Select, train, motivate, and evaluate project engineering personnel; provide or coordinate staff training; work with employees to correct deficiencies.
17. Perform plan checking on proposed developments and review as-built drawings.
18. Manages grant projects funded by State or Federal programs.
19. Work with the Public Works Director to respond to requests for technical information from the City, public, other agencies, and for publications.
20. Monitor and track project expenditures and capital project revenues from utilities, grants, gas tax, REET, impact fees, bonds, and inter-local agreements; analyze and review budgetary and financial data and controls. Identify, secure, and administer grant programs for the Public Works Department.
21. Effective technical writing skills to prepare City Council Resolutions, Ordinances, and PowerPoint presentations. Effective public speaking skills to adequately

describe complex projects, bid awards, project studies, division goals, etc., to public bodies; such as presentations to City Council, media, and community groups. Ability to navigate/answer difficult questions in public forums.

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.

QUALIFICATIONS: To perform this job successfully, the person in this position must be able to perform each peripheral duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

EDUCATION AND EXPERIENCE: Bachelor's degree in civil engineering or related field AND a Professional Engineer (PE) license, AND two (2) years of progressively responsible civil engineering experience and designing and managing public works projects required; or an equivalent combination of experience, education, and training that would provide the level of knowledge and ability required for the position.

Thorough knowledge of civil engineering principles and applicable local, state and federal laws, codes and standards related to transportation, public works projects and utilities.

Knowledge of effective supervisory practices and the ability to plan, organize, coordinate, assign and evaluate the work of technical staff.

Demonstrated proficiency in reviewing technical documents, plans and specifications related to engineering projects.

Ability to provide or oversee comprehensive planning related to public infrastructure systems, including water, wastewater, storm drainage and transportation systems.

Ability to implement an effective process for the review, permitting, and inspection of developer-initiated public works projects.

Ability to establish and maintain effective working relationships with other employees, City officials, consultants and developers, representatives of other governmental agencies and the public.

LANGUAGE SKILLS: Demonstrated proficiency in preparing technical documents, plans and specifications related to engineering projects. Ability to express ideas clearly and concisely, orally and in writing. Demonstrated ability to work cooperatively in a team environment and to effectively communicate with team members and others. Must demonstrate the ability to effectively convey complex project information to team members, co-workers, the general public, outside agencies, and City Council. Ability to work courteously and effectively with City staff, the business community, contractors, suppliers, and citizens.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts for submittal of various reports. Have knowledge of principles, practices, and methods of Civil

Engineering, including such specialties as land surveying, mapping, and hydraulics.

REASONING ABILITY: Ability to adapt approved engineering methods and standards to the design and construction of a variety of public and private projects. Ability to think in a creative and innovative fashion, with a demonstrated ability to adapt to change and to apply new solutions to problems. Must demonstrate excellent organizational skills necessary to successfully complete a project, including project planning, resource allocation, budget development and control, project tracking and control, and project completion and closeout. Demonstrated ability to successfully manage multiple projects at one time.

CERTIFICATES, LICENSES, REGISTRATIONS: Be a registered Professional Engineer (PE) in the State of Washington or can obtain registration in the State within 6-months of hiring through the reciprocity process. Have, or can obtain a valid Washington State Drivers' License and have the ability to follow Federal and State Motor Vehicle Laws.

OTHER SKILLS and ABILITIES: Demonstrated proficiency in the use of a personal computer and the "Microsoft Office" software suite specialized engineering software and calculators; and various survey tools (level, transit, rod, tape, etc.).

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.

While performing the duties of this job, the employee is regularly required to sit at a desk or table, and intermittently sit, stand or stoop. The employee must occasionally exert or lift up to 25 pounds. Successful performance requires specific vision abilities that include close vision.

WORK ENVIRONMENT: The work environment conditions described here are representative of those an employee encounters while performing the essential functions of this job.

Work is typically performed in an office or outdoor environment. Work is performed outdoors regardless of the weather. Work exposes the employee to heavy equipment, machinery and moving parts.

This position 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.

EMPLOYEE ACKNOWLEDGEMENT

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DATE