



CITY OF EAST WENATCHEE

Job Description

Position Title:	City Engineer
Department:	Public Works
Department Head:	City Engineer
Reports To:	Mayor
Exempt/Non-exempt	Exempt
Salary Range:	\$6,545.51-\$7,975.07 per month

Position Summary:	Under the Mayor's direction, the City Engineer performs professional engineering work involving the management of the City's Capital Improvement Program projects, design of public works construction projects and contract management. City Engineer plans, organizes, schedules, directs, coordinates, and evaluates the activities and staff of the Department. Serves as on-site Engineer on Public Works projects. Provides review and approval for development projects including any on-site inspection services and final approval to ensure compliance with state and local regulations.
Distinguishing Characteristics:	Work involves coordinating department activities with other City departments and considerable public contact. Serves as city traffic engineer. Ensures the timely completion of projects in a manner consistent with engineering standards, policy guidelines and project requirements.
Job Location/Working Conditions:	<ul style="list-style-type: none"> Normal office environment High noise environment Dust, dirt, grease or other disagreeable elements Requires extensive safety training Alternative work schedules On call Exposure to moving machinery Requires protective devices
Essential Functions:	<ol style="list-style-type: none"> 1. Leadership

City Engineer

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	<ul style="list-style-type: none"> a. Provides leadership to develop and retain highly competent public service-oriented staff through selection, compensation, training and day-to-day management practices that support the City’s mission and values. b. With Mayor approval, hires, trains, manages and evaluates the performance of the Land and Water Resource Program Manager. c. Performs annual Performance Reviews of the Department staff. <p>2. Supervision</p> <ul style="list-style-type: none"> a. Supervises the Land and Water Resource Program Manager. b. Selects project contractors, coordinates development and completion of contract documentation and manages financial disbursements and reporting systems. c. Manages project close-out including coordinating the development and review of as built drawings, submittal of documentation to appropriate federal and state agencies, processing of contract bonds and review and disposition of final project files. d. Inspects construction on major Capital Improvement Projects and supervises construction inspection activities of staff and; resolves conflicts with contractor, federal and state agencies and the general public; prepares and approves design changes and change orders; approves contract payments; prepares grant reimbursement requests and required grant documentation; writes information for council agendas. e. Manages permit requirements for all Capital Improvement Projects;-. f. Reviews, and approves plans submitted for land use development projects to ensure compliance with adopted regulations and standards relating to streets, stormwater, and other public and private improvements. Responds to concerns or requests for information from contractors, developers, property owners and the general public; assures compliance with state and local codes for all improvements related to building permits and other land use projects. <p>3. Engineering</p>
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	<ul style="list-style-type: none"> a. Organizes, directs and carries out short and long-range Capital Facilities programs and projects. b. Manages the City's Capital Improvement Program projects including design, construction and project close-out. c. Develops and administers consultant contracts for data acquisition/design on large projects. d. Supervises and coordinates designs with other city departments, public agencies, and the public; e. Prepares or oversees engineering design performed by consultants. f. Directs preparation of engineering drawings. g. Writes and reviews contract specifications and engineering reports. h. Prepares and reviews cost estimates. i. Develops, modifies, reviews, and approves design, construction, and engineering standards. j. Researches and develops plans for future city public works needs; develops traffic plans and models and assures plan coordination with other departments; provides engineering data required in development of the city's master street and utility plans; conducts research and develops databases, models and reports. k. Serves as certified bridge inspector; performs required biannual inspections of city bridges. l. Functions as city traffic engineer by providing professional advice to the City Council on traffic matters. m. Provides technical support for the building inspectors and reviews and approves specialized designs and modifications. <p>4. Fiscal Operations/Funds Procurement</p> <ul style="list-style-type: none"> a. Prepares the Department's annual work program. b. Monitors all fiscal operations to ensure the Department's financial well-being. c. Prepares annual budgets and justifies budget requests and amendments. d. Assures efficient and economical use of the Department's funds, manpower, materials, facilities and time. e. Prepares and manages grant applications for City Capital Projects. <p>5. Reports</p>
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	<ul style="list-style-type: none"> a. Compiles reports on projects and programs. b. Prepares and presents engineering reports to City Council and the public; <p>6. Public Relations</p> <ul style="list-style-type: none"> a. Coordinates Public Works projects with other governmental agencies and intergovernmental planning processes. b. Keeps public informed of engineering projects by issuing news releases, mailing public notices, meeting with property owners and concerned citizens, and answering questions; prepares or directs preparation of documents required for grant and LID funding; <p>7. Duties Assigned by Mayor</p> <ul style="list-style-type: none"> a. Performs other related duties as assigned by the Mayor. Examples include: providing advice and counsel to the Mayor; implementing the Mayor's directives; making presentations to the City Council; working with other departments on matters of mutual concern; communicating programs and policies to department staff; and assisting with special projects.
<p>Critical Skills:</p>	<ul style="list-style-type: none"> 1. A thorough knowledge of civil engineering principles, practices and methods as applicable to a municipal setting. 2. A thorough knowledge of state and local regulations as they pertain to public works projects and procedures. 3. Considerable skill in arriving at cost estimates on complex projects. 4. Ability to analyze and evaluate operations, and develop and implement corrective action to resolve problems. 5. Ability to communicate effectively, both orally and in writing. 6. Ability to prepare and direct preparation of budgets, departmental materials, and correspondence. 7. Ability to establish and maintain effective working relationships with elected officials, other employees, and the general public. 8. Ability to develop and monitor work procedures and budget guidelines. 9. Ability to understand and carry out oral and written instructions. 10. Ability to supervise and evaluate performance of departmental staff. 11. Ability to make independent decisions. 12. Proficiency with Microsoft Word, Microsoft Excel, Microsoft PowerPoint Microsoft Outlook and ArcView. 13. Ability to plan, organize and prioritize job responsibilities for deadlines. 14. Attention to detail and accuracy.

	<p>15. Ability to effectively present miscellaneous information in verbal and written presentations to City Council, Department Heads, and general public.</p> <p>16. Ability to design Public Works Projects.</p>
Physical Requirements:	<p>1. Finger Dexterity- Repetitive wrist, hand and/or finger movement.</p> <p>2. Talking- Frequently convey detailed or important instructions or ideas accurately, loudly, and/or quickly.</p> <p>3. Average Hearing- Able to hear average or normal conversations and receive ordinary information.</p> <p>4. Average Visual Abilities- Average, ordinary visual acuity necessary to prepare or inspect documents.</p> <p>5. Physical Strength</p> <ol style="list-style-type: none"> Typically sitting at a desk or table. Occasional standing for more than 30 minutes at a time. Typically standing or walking Occasional lifting under 25 pounds Must be physically capable of moving about on construction work site and under adverse field conditions.
Mental Activities:	<p>1. Reasoning Ability- Ability to apply common sense understanding, to carry out detailed instructions, and to deal with problems involving many variables.</p> <p>2. Mathematics Ability- Ability to perform advanced math and engineering skills.</p> <p>3. Language Ability</p> <ol style="list-style-type: none"> Ability to use vocabulary of 5,000 to 6,000 words Able to read at a high level. Able to define and understand unfamiliar words. Ability to write complex sentences, using proper punctuation, proper grammar, and a good vocabulary.
Minimum Education and Experience:	<p>Three years of professional engineering experience which include design and administration of public works projects.</p> <p>A B.S. in Civil Engineering,</p>
Required license/certificates/registration	Licensed Professional Engineer.
Equipment:	<p>Office equipment</p> <p>Simple hand tools</p>
Accommodation:	<p>In accordance with the Americans the Disabilities Act and Washington's Law Against Discrimination, it may be possible to modify the requirements listed above to reasonably accommodate disabled individuals. However, the City will not make any accommodations which may pose serious health or safety risks to the employee or others or which impose undue hardships on the City.</p>

Disclaimer:	The City intends the above statements to describe the general nature and level of work performed by a City Engineer. These statements are not intended to be an exhaustive list of all job duties performed by a City Engineer. Likewise, the City does not intend this job description to create an employment contract. The City reserves the right to revise or amend this job description at any time. Likewise, the City maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.
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