

CITY OF MILL CREEK

POSITION DESCRIPTION

POSITION TITLE:	City Engineer	JOB CLASSIFICATION:	Manager
DEPARTMENT:	Public Works & Development Services	REPORTS TO:	Director of PW & Development Services
SALARY GRADE:	22	FLSA EXEMPT:	Yes
REPRESENTATION:	Non-represented	Approvals: CM:  date: <u>MAR 25 2021</u>	
		Approvals: HR: _____ date: _____	

GENERAL DESCRIPTION:

Under the direction of the Director of Public Works & Development Services, plan, organize, and manage the Engineering division, which includes the functional areas of transportation and traffic engineering, surface water management, development review and capital projects.

ESSENTIAL JOB FUNCTIONS:

1. Provide project management of all phases of City capital projects from scoping through construction for roadway, surface water, traffic, park, and facility improvements.
2. With the Director, manage expenses in the Engineering Division. Assist in the preparation of the biennial budget, and assist with updates to the 6 year Transportation Improvement Program and the Capital Facilities Plan.
3. Review work products on capital projects requiring outside consulting assistance; participate in the selection of consultants; negotiate and monitor contracts and services of outside firms to assure compliance; approve or recommend approval of payments to consultants.
4. Supervise and mentor assigned staff to include hiring, training, assigning and monitoring work activities. Evaluate performance and provide employee development.
5. Provide work direction and guidance to other personnel on City projects as needed; provide project leadership and quality control on projects requiring City personnel; and establish and maintain project schedules and activities.
6. Provide technical guidance and management oversight for operational issues on the City's streets; facilities, and surface water systems.
7. Provide written and verbal reports as necessary on projects and contracts; present reports to the City Manager, City Council, commissions, outside groups, and others as needed.
8. Review and comment on application materials and engineering plans for private land development projects within the City or Urban Growth Area using appropriate standards. Inspect and/or coordinate inspection of private development projects.
9. Oversee the processing and inspection of Right-of-Way Use permits and coordinate construction activities with contractors and utilities.
10. Oversee the direction and management of the City's NPDES Stormwater Permit.
11. Meet with citizens and citizen groups, home owners' associations, and business associations as necessary to respond to inquiries, complaints, and requests.
12. Maintain appropriate confidentiality of work-related issues, including but not limited to customer, employee and City information and records.

This is not designed to be a comprehensive listing of all activities, duties and responsibilities required of the job. Other duties may be assigned and/or performed.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Principles and practices of civil engineering with an emphasis on street design, traffic operations, surface water management, capital improvements and land development.
- Capital project management in a municipal environment for street, parks, surface water, and facility projects.
- Technical specialties within engineering discipline appropriate to municipal public works and facilities.
- Current engineering methods as applied to the design, project management and construction of public works, public utilities, transportation and general construction.
- Applicable laws, codes, regulations, policies, and procedures; SEPA and/or NEPA environmental review requirements associated with municipal public works design and construction.
- Federal, state, and local laws relating to civil engineering, public works, and environmental protection. Familiar with current NPDES requirements and stormwater utility best practices.
- Federal, state, and local laws relating to planning, zoning, subdivision, and annexation requirements, including the State Environmental Policy Act, Growth Management Act, and the Mill Creek Municipal Code.
- Typical residential and commercial land development processes and construction practices.
- Correct English usage, grammar, and vocabulary at the college graduate level.
- Current MS Office software applications and other software packages necessary to perform job duties. Familiar with CAD and GIS based applications for design, mapping, and asset management functions.

Ability to:

- Maintain regular, predictable, and reliable attendance during scheduled hours. Ability to work effectively with others in a remote work environment as required.
- Supervise and provide leadership to engineering staff; provide direction and guidance to other personnel on project teams.
- Research, review, and recommend revisions to City policies and municipal code related to public works.
- Perform difficult and complex engineering mathematical computations.
- Design and evaluate engineering projects to assure fulfillment of project objectives and compliance with codes.
- Research, compile, and analyze statistical and technical information and other pertinent data.
- Prepare and obtain state and federal permits required for capital improvement program projects associated with municipal public works and facilities.
- Prepare concise, well-documented reports and related visual materials.
- Communicate effectively both orally and in writing.
- Plan, organize, and lead complex projects. Make verbal presentations and lead meetings.
- Multi-task and manage a variety of concurrent projects and tasks.
- Meet schedules, budgets, commitments, and deadlines.
- Interpret, apply, and explain codes, rules regulations, policies, and procedures.
- Maintain records and prepare comprehensive reports; read/interpret various types of land use plans and maps.
- Prepare, assemble, and analyze technical information related to land use proposals, studies, and decisions.
- Establish and maintain effective working relationships with a wide variety of people, including the general citizenry, special interest groups, appointed and elected officials, and staff.
- Work cooperatively with others to achieve results, valuing other's input and expertise; acknowledging other team member's concerns and contributions and supporting team decisions.

MINIMUM REQUIREMENTS:

Experience and Education/Training:

- Bachelor of Science in Civil Engineering or a related field and at least six years of applicable experience, or any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job.

Licenses/Certifications required:

- Must be currently licensed as Professional Engineer in the State of Washington or currently licensed in another state and be eligible for licensure in Washington by comity within 120 days of hire.
- Valid Washington State driver's license and an insurable driving record, or ability to obtain within one (1) month of hire.

Preferred:

- Eight to ten years working for a local government.

PHYSICAL REQUIREMENTS / WORKING CONDITIONS:

This position works in both an office environment and outside at existing developments and construction sites. Fieldwork involves monitoring construction work or investigating drainage conditions in varying weather conditions. Potential hazards include vehicular traffic, construction equipment, and uneven terrain.

The City of Mill Creek provides a tobacco-free environment for its employees; smoking/tobacco use is prohibited in City facilities and vehicles.

Specific physical requirements and typical working conditions for this position are on file in the Human Resources Department.