
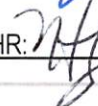


CITY OF MILL CREEK

POSITION DESCRIPTION

POSITION TITLE: Project Engineer / Engineer 3 **JOB CLASSIFICATION:** Engineer – Senior Level
DEPARTMENT: Public Works & Development Services **REPORTS TO:** City Engineer
SALARY GRADE: 22 **FLSA EXEMPT:** Yes
REPRESENTATION: AFSCME

Approvals: CM:  date: 4/18/2023
Approvals: HR:  date: 4/18/2023

GENERAL DESCRIPTION:

Under the supervision of the City Engineer, the Project Engineer serves as an in-house professional engineer who assists in preparation of designs, plans and estimates for capital improvement projects and the review of land development proposals within established civil engineering practices and procedures. The position is responsible for a variety of engineering tasks such as design, construction management, review, and inspection of roadway, parks, facilities, and surface water capital improvement projects.

ESSENTIAL JOB FUNCTIONS:

1. Perform project management activities as assigned; support all phases of City capital improvements from scoping through design, bidding and construction.
2. Perform in-house preparation of plans, specifications and estimates (PS&E), design, construction inspection of roadway, surface water, traffic, park and facility improvements.
3. Specify and 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; and recommend use of and/or approval of payments to consultants.
4. Collect and maintain information about pavement condition, sidewalk maintenance and repair, pavement markings and ADA facilities to develop annual capital maintenance program bid packages.
5. Review and comment on application materials and engineering plans for private commercial and residential land development projects within the City or Municipal Urban Growth Area for traffic impacts, compliance with roadway and drainage standards, maintenance and constructability. Inspect and/or coordinate inspection of private developments.
6. Provide technical guidance for operational issues on the City's streets, surface water, and facilities systems.
7. Provide written and verbal reports as necessary on projects and contracts; present reports to outside groups, City Manager, City Council, commissions and others as needed.
8. Maintain capital project as-built data in the City's documentation system.
9. Assist in the preparation and maintenance of the City's policies, procedures, and development standards.
10. Meet with citizens and citizen groups, homeowners' associations and business associations as necessary to respond to inquiries, complaints and requests from property owners and the general public.
11. Document, research and respond to citizen inquiries related to drainage and roadway issues.
12. Investigate grant opportunities and assist in the preparation of grant applications to support the maintenance and enhancement of the City's infrastructure.
13. Assist in the implementation of NPDES permit requirements such as: public education and outreach, public involvement and participation, illicit discharge detection, controlling runoff from development/construction, NPDES annual report preparation.
14. Participate in professional association networks and represent the City in external coordination groups.

15. 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 and public works projects with an emphasis on design of roadway and facilities projects.
- Capital project management in a municipal environment.
- Federal, state and local laws relating to civil engineering, municipal projects and environmental protection.
- Typical residential and commercial land development review processes and construction practices.
- Applicable laws, codes, regulations, policies and procedures associated with municipal project design and construction, including but not limited to design/construction standards, public bidding procedures, environmental review requirements, and WSDOT standard specifications.
- Correct English usage, grammar and vocabulary at the college graduate level.
- Current MS Office software applications. 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.
- Prepare plans, specifications and estimates required for capital improvement program projects.
- Prepare concise, well-documented reports and related visual materials to ensure fulfillment of project objectives and compliance with codes.
- Interpret, apply and explain codes, rules regulations, policies and procedures.
- Prepare, assemble and analyze technical information related to land use proposals, studies and decisions.
- Effectively utilize a variety of computer applications, including Microsoft Office, AutoCAD, and GIS (ArcGIS) software. Perform drafting as related to construction and public works projects.
- Perform difficult and complex engineering mathematical computations.
- Read and interpret engineering plans and understand specifications.
- Work outdoors when required.
- 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.
- 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 four 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:

- Licensed as a Professional Engineer in the State of Washington or to obtain license within six (6) months of hire as a condition of employment. Failure to become licensed within six (6) months of hire date may result in disciplinary action up to and including termination.
- Valid Washington State driver's license and an insurable driving record, or ability to obtain them within one (1) month of hire.

Preferred:

- Competent with AutoCAD and ESRI ArcGIS software.
- Four years working with or for a local government in an engineering, project management, or related role.
- Familiar with current NPDES Stormwater permit requirements and best practices.

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.