



Position Description

Position: Assistant City Engineer

Department/Site: Public Works-Engineering

FLSA: Exempt

Evaluated by: Mark A. Freiburger, PE

Salary Grade: 127

Summary

Under the direction of the Public Works Director or City Engineer, the Assistant City Engineer provides engineering design and support services on a variety of City infrastructure projects, long range infrastructure plans, and long-range programs, Stormwater Permit compliance, street maintenance planning, as well as engineering review assistance on private developments and utility installations.

Distinguishing Career Features

Manages responsibilities independently with only general direction, ensuring that applicable City ordinances, governing laws and generally accepted procedures and practices are followed.

Essential Duties and Responsibilities

- Office and fieldwork are included in the responsibilities of this position. Performs engineering services for capital improvement projects. Reviews development plans in coordination with the City Engineer
- Provides technical engineering assistance to the City Engineer or Director. Ensures Citizen complaints relating to a departmental activity are investigated and resolved. Handles complaints personally if possible and as appropriate.
- Interprets plans and specifications within scope of knowledge and authority for the appropriate design of Public Works projects. Reviews contract bids and consultant design work along with private design work. Reviews development plans for compliance with City codes and standards in coordination with the City Engineer.
- Assists in administering construction management and inspection.
- Assists the with the Public Works, Sanitary Sewer Design capital program including wastewater treatment design, sewer system design, street/stormwater design, pavement preservation program, and general engineering support. Writes reports and summary documents as required.
- Reviews contract bids and consultant design work along with private design work in coordination with the Director and City Engineer.
- Provides interdepartmental engineering support as required.
- Attends public meetings, prepares reports and answers questions of public, staff and Council; meetings include night meetings of the City Council and Planning Commission, as needed.
- Assists in preparing and managing the City's Six Year Capital Facilities Program and annual construction program.
- Assists the City Engineer with management of the NPDES Stormwater Permit

- Assists the City Engineer with management of the Pavement Management System for local and arterial streets.
- Attends the Skagit Council of Governments RTPO Technical Advisory Committee as City representative.
- Assists the City Engineer with engineering review of development and utility work in City right of way in coordination with the Planning Department, including permit and impact fee calculations.
- Performs related tasks as required.

Qualifications

Knowledge and Skills,

This position requires Journeyman civil engineering design skills, including hydraulic modeling, knowledge of construction requirements and methods. High level of experience managing public works contracts including consultants and contractors. Ability to understand, summarize and present complex technical information both orally and verbally to a non-technical audience. A journeyman level of technical writing and verbal communications skills to prepare written memos and reports are required. Ability to establish and maintain professional working relationships with agency officials, committees, employees and the public. Knowledge of ordinances, policies, and regulations and their relationship to Public Works projects.

Physical Abilities

Ability to use a computer workstation for extended periods of time. Ability to sit at a workstation for extended periods. Ability to stand, work, and drive throughout the day. Occasional ability to lift, carry and put away parcels weighing up to 35 pounds.

Education and Experience

- Bachelor of Science degree in civil engineering or equivalent qualifying education or experience.
- Must have journeyman level of knowledge of civil engineering principles and practices; public works infrastructure design, construction and materials and techniques; developments and computer applications in the utility field; organization and project management principles.
- Must possess or be able to develop excellent customer service skills and the ability to act as an ambassador to the community.
- Must work collaboratively with all other City Departments.
- Must be an effective communicator orally and in writing.
- Must be able to develop the ability to proactively administer projects from concept to closeout; to perform research and prepare clear and concise technical reports; work effectively with property owners, contractors, consultants, staff, and the public.
- Highly motivated and able to work independently yet remain a member of a team.
- Organized, efficient, creative, and capable of implementing multiple tasks simultaneously.

- Developing skills in analyzing a situation, assessing alternative solutions, and recommending an effective course of action.
- Develop familiarity with applicable laws, codes and permit requirements that govern construction projects.
- Proficient use of computer programs including Microsoft products (Word, Excel, Outlook, Access), AutoCAD, ArcGIS and other applications.

Licenses and Certificates

- Must have or be able to obtain a valid WA State driver's license.
- Must have a driving record which is acceptable to the city.
- Registration as a Professional Civil Engineer in the State of Washington, or the ability to obtain licensure within one year of employment, is required.

Other Licenses which are desired and may be required:

- Erosion and Sedimentation Control (ESC Lead) certified.
- Wastewater Collection Specialist Certification.
- Fork/Scissor Lift Operator Certification.

Working Conditions

Work is performed both in the field and in a fast-paced office setting with frequent interruptions from customer phone calls, City staff, company representatives and citizens. Work is also performed at construction sites in the community, outdoors in all kinds of weather conditions and with the usual hazards associated with construction sites. Field work may include activities requiring access into and around structures, including stooping, climbing and inspection of dimly lit areas. Other field work requires walking through project boundaries which may include navigating difficult terrain.

This job/class description describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.