

CLASS SPECIFICATION

Job Title:	Civil Engineer III	
Status:	Full - Time Regular	
EE Group Designation:	Non-Represented	
Pay Grade:	22	
FLSA:	Exempt	
Department:	Public Works	
Division:	Engineering	
Reviewed by:	Human Resources	Date: 4-8-2024
Reviewed by:	Public Works Director	Date: 2-8-2024

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the position. Class specifications are not intended to reflect all duties performed within the job. Class specifications are subject to revision and may be updated as appropriate to reflect operational changes within the role.

NATURE OF POSITION

The Civil Engineer III performs high-level engineering support, oversight, direction, and management in assigned areas. Duties include planning, budgeting, design, construction, and project and program management for complex municipal projects and systems. Manages project teams during planning, design, and construction phases; tracks project schedules and costs; coordinates and provides support and direction to City operations. Supervises and directs the work of consultants and assigned staff; may act as the City Engineer in their absence.

SUPERVISION RECEIVED

This is a high-level position that works with minimal oversight and direction; general direction provided by the Public Works Director, City Engineer, or the Deputy Public Works Director as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Employees of the City of Walla Walla are expected to model and foster the City's core values:
Service - Integrity - Collaboration - Equity - Leadership - Community
2. Design and manage municipal projects. Lead in the selection and management of consultants employed by the City. Oversee and direct the preparation of plans, specifications, cost estimates, and bid documents for construction projects. Provide planning of projects; establish schedules and budgets.
3. Coordinate with adjoining property owners, utility providers, and city, state, and federal stakeholders in projects.
4. Represent the City's interests with local and regional planning and/or advisory groups; maintain a positive working relationship with customers and local, state, tribal, and federal partners.
5. Manages consultant and construction contracts.
6. Provide engineering oversight, support, and direction in assigned areas (e.g., water system, wastewater system, transportation system, stormwater, etc.).
7. Prepare and administer grants and loans.
8. Provide technical assistance to consultants, customers, and staff; assure compliance with City codes, ordinances, and general engineering practices
9. Manage all aspects of assigned programs and projects.
10. Perform high-level technical research and analyze complex engineering and mathematical problems, evaluate engineering studies and alternatives, and recommend effective courses of action.

11. Communicate with concerned citizens, City departments, and outside agencies to provide engineering assistance and recommendations, exchange information, discuss concerns and needs, respond to inquiries and complaints; assure appropriate information is provided and problems are resolved.
12. Monitor projects during construction; perform inspection activities as required. Maintain project records and documentation, contracts; prepare payment requests; monitor project expenditures to keep them within budget.
13. Responsible for composing correspondence between the City, contractors, consultants, other agencies, and the general public.
14. Prepare and/or review a variety of technical reports and/or analysis to support programs and/or City operations, present written and oral recommendations. Lead the preparation of long-range plans.
15. Supervise, manage, and evaluate the work and performance of consultants and assigned staff; organize and assign work, explain engineering concepts and principles and answer questions; assist with the selection, training, discipline, reassignment, and termination of employees.
16. Prepare, assist with, and/or monitor budgets, goals, and objectives; approve, control and monitor expenditures.

OTHER JOB FUNCTIONS

1. Demonstrate punctual, regular, and reliable attendance which is essential for successful job performance.
2. Present a positive, professional image; maintain cooperative and effective working relationships; assure excellent customer service with internal and external customers.
3. Execute assignments, projects, and job responsibilities efficiently and within defined timeframes, work independently and effectively with little direction.
4. Demonstrate good judgment and employ critical thinking to execute duties, identify issues, seek solutions, and recommend improvements in support of departmental goals.
5. Assist staff and higher-level management; participate in resolving operational or interpersonal concerns; participate in training, meetings, and on committees as assigned.
6. Respect the value of diversity in the workplace and the community.
7. Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Complex principles and practices of civil and environmental engineering.
- Principles and practices of project management and contract administration.
- Interpret, apply, and explain local, state, and federal codes, ordinances, specifications, policies, procedures, and standards.
- Principles and practices of personnel management, supervision, and training.
- Municipal government operations.
- Oral and written communication skills to include correct English usage, grammar, spelling, punctuation, and vocabulary. Ability to communicate scientific and technical matters to non-technical individuals, including policymakers.
- Report writing and record-keeping.
- Perform difficult technical research and analyze complex engineering and mathematical problems, evaluate engineering studies and alternatives, and recommend effective courses of action.
- Communicate effectively both orally and in writing.

TOOLS AND EQUIPMENT USED

Operate a Windows-based PC with Microsoft Office Suite (Word, Excel, Access, PowerPoint) and other engineering and administrative software applications; GIS; standard business and office machines including copier, scanner, and calculator; specialized tools.

PHYSICAL DEMANDS

Sitting and standing for extended periods of time; walking over rough or uneven surface; seeing, hearing, and speaking to exchange information; intermittently kneel down, stoop, bend and twist at the waist; lift and carry up to 20 pounds; climb ladders; dexterity of hands and fingers to operate a computer.

WORK ENVIRONMENT

Office environment; construction and utility sites; driving a vehicle to work areas; subject to seasonal and adverse weather conditions.

REQUIRED MINIMUM QUALIFICATIONS

Bachelor of Sciences degree in Civil or Environmental Engineering, and twelve (12) years demonstrated engineering experience six (6) years of which involves progressively responsible project and program management experience in area of focus (e.g., water/wastewater, transportation, environmental, etc.). Minimum of two (2) years formal supervisory experience required. Registration as Professional Engineer in Washington State or ability to obtain same within six (6) months of employment. Valid State drivers' license.

DESIRED QUALIFICATIONS

Bilingual in Spanish.