

**City of Sedro-Woolley
Job Description**

Job Title: CITY ENGINEER
Department: Public Works-Engineering
Classification: Exempt
Union: Non-union
Updated: July 22, 2024

DEFINITION:

Under the direction of the Public Works Director, the City Engineer provides complex engineering design and implements services on a variety of City infrastructure projects, manages consultants, participates in developing mid/long range infrastructure plans and programs, as well as engineering review and guidance on private developments and utility installations. The City Engineer acts as Stormwater Permit Manager. with minimal supervision.

LEVEL OF AUTHORITY:

Manages responsibilities independently with general direction, ensuring that applicable City ordinances, governing laws and generally accepted procedures and practices are followed. Supervises the Assistant City Engineer and Engineering Technician/Project Inspector positions.

DETAILED PURPOSE OF JOB:

Performs or manages engineering design and construction oversight for City infrastructure projects. Assists with capital planning and analysis as requested. Responsibilities will involve full spectrum of municipal infrastructure including streets, wastewater treatment (including collection and pumping systems), storm water (including detention, drainage and conveyance systems) and coordinates with partners and utility agencies. Assist in the preparation of annual engineering and capital improvement budgets. Acts as Stormwater Permit Manager and oversees Local Source Control activities.

WORK ENVIRONMENT:

Work is performed both in the field and in a fast-paced office setting with frequent coordination with the public, City staff, partner agencies and citizens. City Engineer 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.

ESSENTIAL FUNCTIONS OF THE JOB:

- Office and fieldwork are included in the responsibilities of this position. Performs engineering services for capital improvement projects and reviews development plans (primarily civil improvements). Develops grant applications for capital projects. Develops Request for Qualifications for consultant services.
- Manages compliance activities required by the city's National Pollution System Discharge Elimination System (NPDES) Phase II Stormwater Permit. Prepares NPDES Annual Report. Coordinates with Department of Ecology staff and attends Permit Manager meetings as required.
- Manages Local Source Control activities under the city's Interlocal Agreement with the Skagit County.
- Provides technical engineering assistance to the Director and City departments. Assists in preparing the annual Budget and Capital Facilities Plan. 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.
- Administer and/or collaborate with teams in administering construction management and inspection of local, state and federally funded projects.
- Directly participates or supervises project teams consisting of professional staff and stakeholders (including consultants and outside agencies) in developing long range planning (utility comprehensive plans, rate studies, etc.), technical studies/reports (geotechnical investigations and system modelling), and management of capital projects.
- Carries out supervisory responsibilities in accordance with the organization's policies, current labor agreements, and applicable laws.
- Prepares City of Sedro-Woolley agenda items and presents information to the Council, Planning Commission and others as required.

ADDITIONAL JOB FUNCTIONS:

- Provides interdepartmental engineering support as required.
- Represents the City at various community boards and advisory groups as assigned.

- 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 the City's Six Year Capital Facilities Program and annual construction program.
- Performs related tasks as required.

KNOWLEDGE AND ABILITIES:

- Advanced civil engineering design skills, including hydraulic modeling, knowledge of construction requirements and methods.
- Experience managing project teams consisting of professional staff of multiple agencies, departments and private sector consultants.
- Experience managing public works contracts and contractors.
- Ability to understand, summarize and present complex technical information both orally and verbally to a non-technical audience.
- A high degree 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.
- Ability to prepare and assemble comprehensive reports, budgets, departmental materials and correspondence.

QUALIFICATIONS:

- Bachelor of Science degree in civil engineering (or related field) or direct work experience equivalent to 7+ years' experience in lieu of education requirements. Two years of supervisory experience preferred. Applicants with a combination of education and experience that provides the required knowledge, skills and abilities will be considered.
- Must have thorough knowledge of civil engineering principles and practices; public works infrastructure design, construction methods and techniques; computer applications including AutoCad Civil 3D, ArcGIS, Bluebeam, and Microsoft office products; organization and project management principles.
- Must possess 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 excellent communicator orally and in writing.
- 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 general 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.
- Skilled in analyzing a situation, assessing alternative solutions and recommending an effective course of action.
- Familiar with applicable laws, codes and permit requirements that govern construction projects.
- Proficient use of computer programs including Microsoft products (Word, Excel, Outlook, Access), AutoCAD and other applications.
- 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 is required.

PHYSICAL:

- 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.

OTHER:

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences of relief, to equalize peak work periods or otherwise to balance the workload.

This is an FLSA exempt, at-will position.

Reviewed and approved by: _____