

CITY OF BURIEN, WASHINGTON

JOB DESCRIPTION

Title: Civil Engineer II

Dept.: Public Works

FLSA Status: Exempt

Reports to: Public Works Director

The City of Burien believes that each employee makes a significant contribution to our success. This job description is designed to outline primary duties, qualifications and job scope. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

General Position Summary

Acts as project manager for the design and construction of major capital improvement projects and large-scale engineering studies, and serves as a project leader on one or more projects. Represents the City to outside agencies and the public.

Essential Functions:

- Acts as project manager for the design and construction of major capital improvement projects and large-scale engineering studies.
- Develops project work plans, monitors and controls project budgets,
- Maintains records for assigned activities, and meets schedules, timelines and commitments.
- Participates in the selection of consultants; negotiates and monitors contracts and services of outside firms to assure compliance with specifications, timelines, and City ordinances and policies.
- Prepares construction cost estimates, produces contract bid documents and arranges for the bidding and award of construction contracts.
- Manages construction contracts in accordance with applicable city, state and federal requirements; makes recommendations for approval of payments to contractors on major projects.
- Proposes changes in the annual work program and capital improvement program.
- Performs fieldwork to inspect, monitor, survey, or verify information for maintenance, repair, rehabilitation and construction of engineering-related projects and facilities.
- Makes final decision on resolution of citizen complaints as necessary, and keeps Director informed of issues and concerns.
- Approves and signs engineering designs, bid specifications, contracts and other documents requiring Professional Engineer's approval.
- Coordinates and cooperates with other agencies, departments, and private utilities involved in or affected by city public works projects.
- Performs other related duties of a comparable level/type as assigned.

Secondary Functions

- Applies for grants.
- Plans, organizes, and directs the work of reporting subordinates.

Job Scope

Performs frequent new and varied work situations. The position involves a high degree of complexity and the incumbent determines own practices and procedures and contributes to the development of new concepts.

Interpersonal Contacts

The incumbent interacts extensively with staff, the public, contractors, businesses, and other governmental agencies.

Specific Job Skills

Knowledge of:

- Principles and practices of civil engineering and the methods, techniques and instruments used in engineering drafting, surveying and mathematics.
- Project management skills.
- City, State, Federal and APWA codes, ordinances, specifications, policies, procedures and standards.
- Municipal government operations and environmental policies and laws.
- Advanced principles, practices, methods, and techniques of civil engineering
- Application laws, codes, regulations, policies, and procedures.
- Modern engineering methods as applied to the design, project management and construction of public works, public utilities, transportation, and general construction.
- Computer aided drafting and design software, Geographic Information Systems, and Project Management software.

Ability to:

- Communicate effectively, both orally and in writing, with demonstrated ability in addressing and responding to routine and complex engineering issues.
- Establish and maintain cooperative and effective working relationships with public officials, City staff, community groups, and the general public.
- Demonstrate competency in construction management.
- Exercise individual initiative and discretion in work, including confidential matters.
- Interpret legal regulations and guidelines, engineering plans, studies and reports.
- Define problems, collect data, establish facts, and draw valid conclusions.
- Interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Accurately apply laws, codes, regulations, policies, and procedures.
- Design and evaluate engineering projects to ensure objectives are met and codes are followed.
- Analyze statistical and technical information, maps, and other pertinent data.
- Perform difficult and complex engineering mathematical computations.
- Present and lead technical discussions at meetings.
- Plan, organize, and manage complex projects involving other technical personnel.
- Interpret, apply and explain codes, rules, regulations, policies, and procedures to non-technical person.
- Conduct field evaluations to review systems under construction.
- Be aware of occupational hazards and utilize standard safety practices.

Mental Abilities

Continuous decision making, use of discretion, performance of basic math, and the ability to read, write, understand and speak English; frequent interpersonal skills, teamwork, creativity, customer service, negotiation, independent judgment and/or action, and problem analysis; occasional performance of advanced math; and rare training/supervising, presentations/teaching, and mentoring.

Physical Abilities

Continuous hearing; frequent standing, walking, sitting, fingering, feeling, talking, and repetitive motions of feet, hands and wrists; occasional stooping, reaching, and handling; and rare crawling, kneeling, climbing, and bending. Position requires the ability to lift, push, pull, and carry ten pounds.

Education and/or Experience

Bachelors Degree in civil engineering, or field plus and four years progressively responsible experience of a supervisory nature in public works design, construction, and project management, OR a combination of education, training and experience which provides an equivalent background required to perform the work of the position.

Special Requirements

- Successful completion of pre-employment background check.
- Valid Washington State Driver's License with satisfactory driving record.
- Professional Engineer License (PE). If licensed in another State, must obtain a Washington State PE license within six (6) months.

Job Conditions

Work is primarily performed in an office environment with extensive work at a desktop computer. Occasionally works outdoors.

Hazards

Working on or around heavy equipment, traffic, ladders, open trenches, scaffolding and heights; exposure to various dust, chemicals, fumes, odors and gases; tripping hazards from construction site debris and unstable walking surfaces; unrestrained animals; contact with dissatisfied or abusive individuals.

Adopted 4/15/08