



## CITY OF BLAINE JOB DESCRIPTION

---

<b>JOB TITLE:</b>	<b>Civil Engineer</b>
<b>REPORTS TO:</b>	<b>Public Works Director</b>
<b>SUPERVISES:</b>	<b>Engineering Technicians</b>
<b>STATUS:</b>	<b>Exempt/Salary/IAM NU</b>

---

### **POSITION SUMMARY**

Under general direction of the Public Works Director performs professional-level engineering work activities involving water, sewer, electric, stormwater, and street system analysis and other municipal facility construction, including reviewing and preparing plans, project budgets, and change orders; works with private consultants, engineers, and developers on development improvement projects including review and management.

### **ESSENTIAL JOB DUTIES**

1. Manages assigned private development and capital projects and related activities. Includes plan review and coordination, contract and permit preparation and management, construction over-sight, recommending and approving materials, approving schedules, resolving problems, negotiating change orders, monitoring construction progress, maintaining records of contracts and projects in progress, performing on-site inspections, and approving final acceptance of projects.
2. Coordinates, monitors, evaluates and organizes the performance of and assigns work to support personnel assigned either through special projects or extra work assignments.
3. Analyzes existing water, stormwater, street, electric and wastewater systems; develops, organizes, and maintains system computer models; prepares and develops plans for system replacement and upgrading; prepares feasibility studies, technical reports and engineering alternatives for capital improvements; develops guidelines and standards; plans future improvements to provide capacity for growth and expansion of the City.
4. Provides feasibility studies; arranges necessary meetings; oversees the application process, coordinates City policy changes with a variety of City departments, local governmental agencies and the general public; makes formal presentations to City Council.
5. Participates in the initial planning of proposed projects and plans including preparation of requests for proposals. Prepares and monitors the preparation of project reports, , designs, plans, drawings, specifications, estimates, spreadsheets, and graphic presentation materials for public works construction projects and plans. Includes collecting, gathering and interpreting engineering data for more complex engineering projects. Solicits requests for proposals for consulting services and manages and monitors consultant contracts. Conducts studies and coordinates surveys for design and construction of public works projects. Prepares applications and obtains regulatory permits.

6. Represents the Department on issues related to water, wastewater, storm water, electric, and streets; provides information; prepares inter-local agreements and communicates with a variety of City departments, state and local agencies and local governments to resolve issues and deal with regulatory compliance and concerns. Develops and prepares recommendations and technical reports related to projects overseen by the department.
7. Assists in preparing the comprehensive budget and support documents for Public Works.
8. Independently manages projects including consultant services, permitting, design and construction management/inspection for street and utility capital improvements.
9. Interacts with outside agencies and groups as well as other City departments on Public Works issues.
10. Participates in the selection and administration of contracts for consulting engineering services and construction of street improvements, utilities, drainage and other public works; coordinates this work with other construction and operations and maintenance activities.
11. Reviews and administers legal documents for City contracts, leases, agreements, easements, deeds and bills of sale pertaining to public works projects.
12. Reviews designs and details of engineering plans prepared by private developers to assure conformance with City design requirements and standards and completeness and accuracy of engineering computations; confers with other engineers, architects, surveyors and developers to obtain technical and policy compliance.
13. Prepares or oversees the preparation of applications and supporting data for state or federal-funded programs; responsible for administration and compliance of federal and state laws regarding project funding, bid requirements, consultant selection, and construction standards. Assists with developing plans and schedules for long-range public works programs including, but not limited to, 6-Year TIP, CIP, and coordination of STIP with WCOG.
14. Writes contract specifications, develop schedules, and prepare cost estimates for construction projects.
15. Provides information to the public; responds to and resolves difficult citizen inquiries and complaints.
16. Coordinate and direct use of AutoCAD, GIS and other software tools used to document and manage City assets.

#### **OTHER JOB FUNCTIONS**

17. Assists with a wide variety of special projects as assigned; prepares complex and sensitive reports for state and federal regulatory agencies.
18. Maintains records of as-built conditions for specific projects and general utility and street location maps.
19. Updates and revises Blaine Development Guideline and Public Works Design Standards.
20. Conducts traffic studies and surveys to forecast and project transportation needs and evaluate system performance.

21. Attends management and professional meetings and seminars and participates in evening public meetings and hearings related to public works issues as required. Makes public presentations before other governmental and private groups and organizations.
22. Provides staff support in the drafting of Public Works policy and the applicable sections of the Blaine Municipal Code.
23. Actively participates in customer focus group meetings, City Council meetings, and external special interest groups as required to support the Public Works mission.
24. Provide analysis, writing and research necessary for the completion of engineering studies.

## **QUALIFICATIONS**

### **Knowledge, Skills and Abilities**

- Ability to apply a thorough and broad knowledge of modern methods, practices and equipment used in engineering practice and principals, municipal utility construction and maintenance operations, equipment and facilities maintenance, and management/administrative principles and techniques. Decisions could have substantial impact on public safety, legal liabilities, and costs.
- Basic knowledge of GIS mapping and AutoCAD drawing concepts and their effective use in public works.
- Ability to establish and maintain effective working relationships with consultants, contractors, subordinates, other employees, other Federal, State and Local entities, and the general public. Requires the ability to interact with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.
- Communicate effectively, both orally and in writing; in clear, concise language appropriate for the purpose and parties addressed. Use tact, discretion and courtesy to gain the cooperation of and establish and maintain effective working relationships with public officials, consultants, vendors, co-workers, other departments, and diverse members of the public. Work independently or cooperatively as a team member.
- Proficiency in computing including word processing, spreadsheet calculations, and data base development.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations. Ability to write reports, business correspondence, revisions to regulations and binding agreements/contracts. Ability to effectively present information and respond to questions from groups of managers and the general public.
- Ability to provide direction to department employees in a manner conducive to efficient and effective performance and high morale.
- Ability to calculate figures and amounts such as interest, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra, geometry and trigonometry.
- Ability to manage multiple tasks simultaneously, set priorities, and deliver products on time with minimal direction and oversight.

### **Education and Experience:**

- Bachelor's Degree from an accredited college or university with major course work in civil engineering.
- Minimum of four years of increasingly responsible professional experience in public works, including two years of supervisory and administrative responsibility.
- Equivalent combination of education and experience that provide the incumbent with the necessary qualifications may be considered.

**Licenses/Certificates/Registrations:**

- Possess a valid State of Washington Driver's License and appropriate insurance at the time of hire for work-related travel and operation of city vehicle. Driving record free of any significant moving violations.
- Pass appropriate background checks.
- Possession of a current Certificate of Registration as a Professional Civil Engineer in Washington state, or obtain the certificate within 6 months of hire.

**WORKING CONDITIONS & PHYSICAL REQUIREMENTS**

Work is primarily performed in office setting with occasional outdoor activity involving site visits for construction and field review. Limited travel to other City facilities, meetings and training. Occasional evening meetings required. Work typically involves the use of computer, software and other office equipment. Work also involves considerable contact with the public and staff of other city departments. Position requires physical ability to move throughout the office, within the field and between locations. Requires hand manipulative skills for computerized work and writing. Must be able to hear verbal conversations over the phone and in-person with background noise. Must be able to consistently identify objects and persons at a distance and read fine print on various forms. Requires the ability to stoop, kneel, crouch, crawl and lift or move up to 25 pounds.

---

*The statements contained herein reflect general details to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. This 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 or relief, to equalize peak work periods, or otherwise to balance the workload.*

---

August 16, 2017  
Date

David Wilbrecht  
Approved by: David Wilbrecht, City Manager