CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Project Engineer – Parks** **UNION: 231**
SG:8
DEPARTMENT: **Parks and Recreation** **CS:N**
FLSA:N
EEO4CODE:PR

JOB SUMMARY:

Responsible for performing professional-level engineering work activities involving major capital facilities and private development improvement projects that require a public park component. This involves Parks and Recreation Department construction projects including buildings, athletic facilities, boating facilities, park roads, utilities, trails, environmental remediation, habitat restoration/enhancement, mitigation sites, bridges and other structures.

Prepares and reviews comprehensive plans, project plans and specifications and infrastructure assessments. Manages project design including project scoping, budgets, consultant selection and design contracting, consultant management, design review, and procurement of construction services. Manages project construction including contract administration, change order payment review and authorization, submittal review, field changes, construction site inspections and outreach coordination. Engages in significant public contact with private consultants, regulatory agencies, engineers, developers, utility representatives, boards and commissions, contractors, elected officials, other city departments and the general public.

SUPERVISORY RELATIONSHIP:

Reports to the Park Design and Development Manager, who assigns and reviews work. Performs work under general guidance and direction and according to applicable City regulations, policies, guidelines and appropriate engineering standards. Provides guidance and serves as a technical resource to managers, structures maintenance crew, inspectors, Park Project Specialist, Park Landscape Architect and others within the Department and City. Supervises design teams consisting of consultants, other engineers, technicians, surveyors, and administrative personnel as to budgetary, technical, construction and scheduling aspects of the work.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Manages assigned projects and related activities. Includes construction document development and coordination, creation and review of plans and specifications, management of consultants and design teams, contract and permit preparation and management, construction oversight and documentation. Recommends and approves materials, develops and approves schedules, resolves problems, negotiates and approves change orders, recommends pay estimates, provides quality control, monitors contractor progress, performs construction engineering activities, maintains records of contracts and projects in progress, approves final acceptance of projects, and monitors project performance post construction. Monitors and manages project budget.

2. Provides assistance, advice, and feedback to technical and professional staff. Coordinates, monitors and oversees the work of the Park Project Specialist and other staff as assigned. Provides guidance and training as required. Supervises design teams consisting of consultants, other engineers, technicians, surveyors, and administrative personnel as to budgetary, technical, construction and scheduling aspects of the work.

3. Participates in the initial planning of proposed park public works projects including preparation of requests for qualifications and/or proposals; prepares and monitors the preparation of project budget, designs, drawings, estimates, spreadsheets, and graphic presentation materials. Coordinates, writes and reviews plans and specifications for projects; determines materials, testing and surveying requirements and ensures all materials, equipment and services are available. Conducts studies and coordinates surveys for design and construction. Includes ensuring that plans are consistent and in compliance with City, State, and federal codes. Prepares applications and obtains regulatory permits, including direct coordination with permitting agencies and regulators.

4. Manages the process of consultant selection and design contracting in accordance with applicable procurement guidelines. Makes recommendations on award of contracts; negotiates consultant contracts use agreements and other contracts.

5. Responds to inquiries, complaints, or requests for information regarding area of assignment from other departments, agencies and the general public; provides information and resolves concerns regarding City requirements and processes within scope of knowledge and authority. Plans and implements community outreach to neighborhood associations, stakeholders, and the general public. Prepares presentations for public meetings, user groups, neighborhood associations and City Council. Forms project specific steering committees; schedules meetings and coordinates input from a variety of outside interests

6. Coordinates projects and activities with other divisions and City departments, regulating agencies, and utility companies. Includes coordinating design, inspection, funding, permits and maintenance criteria for construction or maintenance projects. Coordinates and participates in pre-bid, pre-construction, technical, and design meetings with utility companies, developers, contractors, and other City departments. Reviews and analyzes project scope and impacts and provides information on projects to other technical staff, department managers, and the general public.

7. Supports department staff in administering state, federal and local grant projects, which may include: preparing grant applications and supporting documentation, reviewing application requirements, developing cost estimates, assisting other City departments with the preparation of grant applications, acting as the liaison with grant-funding agencies, preparing and approving grant-funding contracts, ensuring projects comply with grant conditions, maintaining project documentation in accordance with state and federal requirements, providing grant reporting to funding agencies during design and construction.

ADDITIONAL WORK PERFORMED:

1. Performs other related work of a similar nature or level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:
- Civil engineering principles, practices, standards, and methods
- Knowledge of and experience in design of wood, masonry, concrete and steel structures
- Local, State, and federal laws and processes relating to public works projects
- Project management techniques and coordination techniques
- Contract administration principles and practices
- Mathematics and formulas for civil engineering and structural computations
- Presentation formats and procedures
- General engineering designs and practices
- Washington State Dept. of Transportation Standards for Roads and Bridges and CSI Master Spec format
- Current International Building Code
- WSDOT Certified Agency documentation requirements and Local Agency Guidelines
- WSDOT Design and Construction Standards and Specifications
- City of Bellingham Municipal Code

Skill in:
- CAD design, spreadsheet, database, word processing and related engineering software applications
- Graphic design, Photoshop, Adobe products and related software
- Engineering mathematical computation
- Excellent communication and interpersonal skills for interaction with coworkers, supervisors, managers, other City personnel and the general public

Ability to:
- Apply civil engineering principles, practices, standards and methods
- Communicate effectively orally and in writing, including making public presentations
- Conduct studies and analyze information
- Develop and facilitate utility programs
- Monitor the work performance of other employees
- Read, interpret, and apply a variety of written regulations, codes, standards, and instructions
- Communicate project scopes to the public and elected officials
- Prioritize work and manage multiple tasks
- Problem-solve
- Meet timelines and schedules
- Maintain consistent and punctual attendance
- Ability and willingness to demonstrate the Public Service competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation
- Physical ability to perform the essential functions of the job including:
  - Frequently operate a computer and read a computer screen or typewritten page;
  - Frequently communicate verbally;
  - Correctible visual acuity, hearing and manual dexterity sufficient to operate a motor vehicle;
  - Stand or sit for long periods of time;
  - Move between work sites, including undeveloped land and project development sites;
  - Occasionally lift and transport irregular objects, such as stones and trees, weighing up to 30 lbs.

WORKING ENVIRONMENT:

Work is performed in an office setting with extensive work at a computer workstation, with frequent interruptions, and outdoors in all weather conditions in close proximity to roadway traffic, noxious fumes, heavy equipment and occasionally in confined spaces with infrequent lifting of heavy objects. Attendance at evening meetings is required. Some travel to professional meetings is expected.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's degree in civil engineering or related field.
- Four (4) years of engineering experience required.
- Project management experience required.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skills and ability to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENTS:

- Professional Engineer's license with the ability to obtain a Washington PE license within 6 months of hire.
- Valid Washington State driver's license and good driving record. Applicant must submit a three-year driving record prior to hire.
- Employment contingent upon passing a criminal convictions check, child and adult abuse records check and local background check.
- Adaptability and flexibility to accept schedule changes as necessary, and willingness to accept "call out" status for emergency situations.

PREPARED BY: L. Bryson
L. Hill
12/05
G. Austin
N. Oliver
R. Delker
01/19

REVIEWED BY: _____
Leslie Bryson
Director, Parks and Recreation