CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Development Manager** **E-PLAN**
SG:E2-13
DEPARTMENT: **Public Works, Engineering** **CS:N**
FLSA:N
EEO4CODE:PR

JOB SUMMARY:

Manages utility planning and development services including long-range planning for sewer, water, and storm water utilities, development projects, and permit functions for the Public Works Department. Applies planning and engineering knowledge in developing and administering the Water System Plan, Wastewater System Plan, Surface and Storm Water Comprehensive Plan, and Comprehensive Facilities Plan. Provides or oversees the engineering, planning and development of land use contracts and provides support for the Permit Center. Supervises engineers, engineering technicians, and permit reviewers. Provides leadership and direction and ensures that customer service and technical standards are met, projects and programs are accomplished, and revenues and expenditures are within guidelines. Acts as liaison with other City departments, developers, and the public to ensure compliance with regulations and to foster positive working relationships. Participates in the identification, analysis, and resolution of system needs and long-range planning.

SUPERVISORY RELATIONSHIP:

Reports to the Assistant Director of Public Works - Engineering. Work is performed under general supervision and the guidance of City, state, and federal regulations, policies, guidelines, and appropriate planning and engineering standards. Consults supervisor on special project requirements and development or interpretation of policies. Supervises professional and technical staff and administers consultant contracts.

ESSENTIAL FUNCTIONS:

1. Plans, organizes, coordinates, assigns, and evaluates the work of professional and technical staff in the Development Division. Provides technical assistance, guidance and training as needed. Works collaboratively to resolve issues between developers or consultants and City staff.

2. Develops, plans, and oversees implementation of long-range comprehensive planning programs for the City's water utility, sanitary sewer utility, and surface and storm water utility systems.

3. Participates in the development and administration of the Comprehensive Plan, including: utility long-range plans, six-year Transportation Improvement Plan (TIP), Public Works Capital Plans, Level of Service Standards, Impact Fee Programs, Transportation Concurrency Management Program, traffic safety studies, and Traffic Impact Analysis reports.

4. Participates in development of Natural Resources plans and documents for surface and stormwater utility activity, critical areas (e.g., wetlands), habitat restoration, and mitigation efforts.

5. Oversees the review of development applications for conformance with long-range and six-year plans, regulatory requirements, and policy.

6. Effectively participates in public meetings, City Council meetings, and assists in developing budgets for the programs.

7. Represents the Department and City in regional planning efforts for utility systems.

8. Serves as City contact for work involving developer extension of street, water, or sewer projects. Participates in pre-application meetings with developers, provides plan review comments, drafts public facilities contracts, and provides procedural information to developers and/or engineers.

9. Coordinates the organization, staffing and operational activities of the Public Works permitting staff at the Permit Center. Exercises direct supervision over technical staff. Acts as PW representative for private development with other City departments, including Planning and Community Development, Parks and Recreation, and Fire.

10. Oversees and coordinates selecting and managing consultants for development projects. Negotiates contracts, estimates costs, schedules and monitors work.

ADDITIONAL WORK PERFORMED:

1. Provides technical assistance and serves as technical resource to developers, City staff, consultants, contractors, and the public in matters relating to public infrastructure requirements for development. Responds to inquiries and complaints.

2. Performs other related work of a similar nature and level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:
- Thorough knowledge of civil engineering and planning principles, practices, methods, and processes with an emphasis in transportation and public utilities.
- Thorough knowledge of applicable local, state and federal laws, codes and standards related to public works projects, including transportation, utilities, and surface and storm water.
- Working knowledge of public works development review processes used to administer the implementation of City infrastructure by private development.
- Working knowledge of public works maintenance and operations.
- Computer operation including MS Word, MS Excel, and e-mail.

Skill in:
- Planning, organizing, and assigning the work activity of professional and technical staff.
- Strong supervisory skills including leadership, problem solving, strong interpersonal skills, organizational skills, adaptability/flexibility, and time management.
- Strong supervisory skills to train and evaluate staff, administer comprehensive performance standards, safety rules, policies, and procedures.
- Strong leadership skills including the ability to act effectively in emergency situations, and the ability to provide leadership, coaching, and effective performance feedback to employees.
- Strong oral and written communication skills to interact effectively with diverse groups of people such as coworkers, subordinates, outside agencies, contractors, engineers, etc.

Ability to:

- Model a strong work ethic to employees and a strong customer service orientation. Conducts self in accordance with the ethical standards required of public officials. Avoids conflict of interest in use of City resources and personnel. Maintains the appearance of fairness in dealings with staff and citizens.
- Establish and maintain effective working relationships with other employees, City officials, consultants, developers, representatives of other governmental agencies, and the public.
- Implement and manage an effective process for developer-initiated public works projects.
- Willingness to pursue ongoing training to improve knowledge and skills and keep current within the field.
- Commit to diversity in the workplace.
- 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 other office machinery such as a keyboard, mouse, phone, and fax machine;
    - Frequently remain stationary for long periods of time;
    - Frequently communicate accurate information and ideas with others;
    - Occasionally move between work sites;
    - Occasionally traverse on uneven surfaces in all weather conditions, including at construction sites;
    - Occasionally transport objects weighing up to 25 pounds.

WORKING ENVIRONMENT:

Work is primarily performed in an office environment with most of the time at a computer workstation. Requires attendance and participation in evening meetings, field work and site visits to locations, including urban undeveloped and developed areas and open space, underdeveloped land parcels, and project development sites. Travels to seminars and meetings as needed. This is a sedentary position with minimal physical exertion requirements.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's degree in civil engineering, planning or transportation-related field.
- Five (5) years of progressively responsible experience related to long-range planning, utility system improvements, operations, maintenance, and replacement, private development projects, and public works projects.
- Supervisory experience preferred.
- Licensed as a Professional Engineer in Washington State and/or certified by the American Institute of Certified Planners (AICP) preferred.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skill and ability to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENTS:

- Employment contingent upon passing a criminal background check.
- Valid Washington State driver's license and good driving record. Candidates must submit a three-year driving abstract prior to hire.

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