CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Engineer-In-Training/Engineer I** **UNION: 231**
SG:3/6
DEPARTMENT: **Public Works, Engineering** **CS: N**
FLSA: N
EEO4CODE: PR

JOB SUMMARY:

Responsible for performing professional level engineering work activities and analysis. These positions support a variety of capital improvement and private development projects and public works construction. Performs or assists in performing the review of designs and plans, gathering and compiling data, tracking and coordinating projects and resolving complaints. Reviews proposals and plans for compliance with federal, state, local and City regulations and codes. Performs technically complex research and makes decisions regarding methodologies that will be used for analysis. This position may periodically rotate among assignments in the Capital and Development divisions.

SUPERVISORY RELATIONSHIP:

Reports to assigned Engineering management staff. The Engineer-In-Training receives oversight and work direction from a professional engineer. The Engineer I receives guidance and instruction from the Engineer II and Engineering management staff on more complex projects. Works according to applicable City regulations, policies, guidelines, and appropriate engineering standards.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Independently performs a variety of professional engineering tasks within the framework of established policies and guidelines and sound engineering practices.

2. Prepares or assists in preparing engineering analyses for the effective planning of projects; performs research related to the financing, technology, environmental impact and legal issues of a program or project.

3. Prepares plans, maps, exhibits, drawings, charts and graphs and provides technical data in support of projects.

4. Performs review of engineering plans, reports and calculations submitted by customers or consultants.

5. Prepares or assists in preparing specifications for structures or projects requiring application of engineering knowledge.

6. Plans or assists in planning, coordinating and monitoring work on uncomplicated capital or private development projects.

7. Assists in preparing and evaluating Requests for Qualifications (RFQ) and Requests for Proposals Proposal (RFP)
8. Coordinates with construction inspectors in ensuring conformance with plans and specifications for Public Works projects.

9. Responds to inquiries, complaints, or requests for information from other departments, agencies and the general public; provides information and resolves concerns regarding City requirements and processes.

ADDITIONAL WORK PERFORMED:

1. Assists other department staff with the preparation of grant applications.

2. 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.
- Hydraulic modeling and software.
- Municipal infrastructure design.
- Local, state, and federal laws and processes relating to public works projects.
- Project management and coordination techniques.
- Contract administration principles and practices.
- Mathematics and formulas for civil engineering computations.
- Presentation formats and procedures; and,
- General engineering designs and practices.
- Some knowledge of WSDOT Design and Construction Standards and Specifications.
- Some knowledge of Department of Ecology Stormwater Management Manual for Western Washington.
- Some knowledge of City of Bellingham Municipal Code.
- Some knowledge of Federal, State, and Local requirements as related to ADA.

Excellent skills in:
- Spreadsheet, database, word processing and related engineering software applications.
- Civil engineering software.
- Applying civil engineering principles, practices, standards and methods.
- Communicating effectively orally and in writing.
- Conducting studies and analyzing information.
- Reading, interpreting, and applying a variety of written regulations, codes, standards, and instructions.
- Prioritizing work.
- Solving problems.
- Meeting timelines and schedules.
- Performing engineering mathematical computations.
- Interpreting planning documents.
- Developing and facilitating utility programs; and,
- Monitoring the work performance of other employees.
- Excellent communication and interpersonal skills for interaction with coworkers, supervisors, managers, other City personnel and the general public.

Ability to:

- Maintain consistent and punctual attendance.
- Willingness and ability to demonstrate the Public Service Competencies of: Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physically perform the essential functions of the position, including:
  - Fine finger dexterity to manipulate computer keyboard, mouse, files and papers;
  - Correctable visual acuity to read a computer screen and a typeset page;
  - Communicate verbally, in person and by telephone;
  - Transport objects weighing up to 35 pounds;
  - Occasionally traverse uneven terrain.

WORKING ENVIRONMENT:

Work is performed in an office setting with extensive work at a computer workstation and occasionally outdoors in all weather conditions on City streets and rights-of-ways, in close proximity to roadway traffic, noxious fumes, heavy equipment and occasionally in confined spaces with infrequent lifting of heavy objects. Some travel to professional meetings is expected.

EXPERIENCE AND TRAINING REQUIREMENTS:

This job description documents the full range of duties for an Engineer-In-Training/Engineer I at the City of Bellingham. Positions will be filled at the appropriate level based on requisite experience and training.

Incumbents in the Engineer-In-Training position may receive a non-competitive promotion when they meet minimum experience and training requirements for the next level and demonstrate capability to perform the full range of functions independently under general supervision and guidance, provided adequate work and funding is available.

Engineer-In-Training

- Bachelor's degree in civil engineering from an accredited college or university.
- Engineer-In-Training certification within 6 months of hire.
- Demonstrated experience in Auto CAD preferred.
- 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.

Engineer I

- Bachelor's degree in civil engineering from an accredited college or university.
- Professional Engineer’s license at time of hire required. Must obtain WA State PE License within 6 months of hire.
- Four (4) years of experience in the engineering field 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:

- Valid Washington State driver's license and good driving record. Applicant must submit a three-year driving record prior to hire.
- Adaptability and flexibility to accept schedule changes as necessary, and willingness to accept "call out" status for emergency situations.
- Employment contingent upon passing a criminal background check.

PREPARED BY: A. Sullivan
1/22

REVIEWED BY:_____
Chad Schulhauser, Asst. Director
Public Works, Engineering

REVIEWED BY:_____
Eric Johnston, Director
Public Works