CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Engineer II – Capital Projects** **UNION: 231**
SG: 8
DEPARTMENT: **Public Works, Engineering** **CS: N**
FLSA: N
EEO4CODE: PR

JOB SUMMARY:

Responsible for performing professional-level engineering work activities for capital improvement projects. This includes planning and construction projects involving water, wastewater, street, stormwater, environmental remediation, habitat restoration and enhancement, bridges, mitigation sites, public buildings, pump stations and treatment facilities. Prepares and reviews comprehensive plans, project plans, contracts and specifications, manages project budgets, coordinates project permitting activities, conducts project bidding and contract execution. Manages project design including project scoping, budget, consultant selection and design contracting, consultant management, design review, and procurement of construction services. Manages project construction including contract administration, change order authorization, payment review and authorization, submittal review, field changes, construction site inspection and outreach coordination. Has significant contact with private consultants, regulatory agencies, engineers, developers, utility representatives, boards and commissions, contractors, elected officials and the general public. This position may periodically rotate among other Engineer assignments.

SUPERVISORY RELATIONSHIP:

Reports to City Engineer, who assigns and reviews work. Works under general guidance and direction and according to applicable City regulations, policies, guidelines and appropriate engineering standards. Provides guidance and serves as a resource to managers, technicians, inspectors, financial services personnel, and others within the Department. Supervises and assigns work to project teams consisting of consultants and City staff such as lower classified 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 capital projects and related activities. Includes construction document development and coordination, management of consultants and design teams, contract and permit preparation and management, construction oversight and documentation, 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. Supervises design teams consisting of consultants, other engineers, technicians, surveyors, and administrative personnel as to budgetary, technical, construction and scheduling aspects of the work.

2. Coordinates capital projects with the Public Works Operations Division, other City departments, private utilities, transit operators and other impacted entities. Supports City

Engineer and Public Works Director in outreach activities to Council and the Executive Department. Coordinates with the Communications & Outreach staff to plan and implement community outreach to the general public, neighborhood associations, stakeholders and private citizens.

3. Manages the process of consultant selection and design contracting in accordance with applicable procurement guidelines. Negotiates consultant contracts, use agreements and other contracts. Coordinates, monitors, and oversees the work of consultants, technical staff and other support personnel as assigned.

4. Reviews capital project scopes to determine technical requirements, feasibility concerns, permitting requirements, cost estimates, right-of-way acquisition, and impacts to adjacent infrastructure. Considers and recommends property acquisitions, materials, construction methods, schedules and technical requirements of capital projects.

5. Develops comprehensive bid documents for capital projects that are suitable for public procurement procedures including plans, specifications, estimates, permits, proposals and other related formwork. Formwork may include documents specific to the use of state and federal funding.

6. Coordinates capital projects with applicable comprehensive plans, ongoing operations projects, environmental guidance documents, and other departments and agencies. Communicates with a variety of City departments, state and local agencies and local governments to resolve issues and deal with regulatory compliance and concerns.

7. Participates in the initial planning of proposed projects including preparation of requests for qualifications and/or proposals. Includes collecting, gathering and interpreting engineering data and available information. Solicits requests for qualifications and/or proposals for consulting services. Conducts studies and coordinates surveys for design and construction of public works projects. Prepares applications and obtains regulatory permits, including direct coordination with permitting agencies and regulators.

8. Monitors and manages individual project scope and budget. Evaluates project elements or alternatives through project development to meet the financial and schedule constraints assigned. Provides justification, information and recommended solutions in regard to potential project scope revisions or budget changes for evaluation by the City Engineer.

9. Responds to inquiries, complaints, or requests for information regarding assigned projects from other departments, agencies and the general public; provides information and resolves concerns regarding City requirements and processes. 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. Discusses project impacts directly with affected property owners, tenants, and business owners.

10. Assists other department staff with the preparation of grant applications. Maintains liaison with grant-funding agencies. Prepares and approves grant funding contracts. Ensures projects comply with grant conditions. Maintains project documentation in accordance with state and federal requirements as applicable to project funding sources. Provides 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):

Advanced knowledge of:
- Civil engineering principles, practices, standards, and methods.
- Municipal infrastructure design.
- Local, state, and federal laws and processes relating to public works projects.
- Project management techniques and coordination procedures.
- 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 Washington State Department of Transportation (WSDOT) Certified Agency documentation requirements and Local Agency Guidelines.
- 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 other local, regional and national standards of design and construction as related to municipal infrastructure.
- Some knowledge of market trends in public infrastructure design/construction.

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 both orally and in writing.
- Conducting studies and analyzing information.
- Reading, interpreting, and applying a variety of written regulations, codes, standards, and instructions.
- Conveying project scopes to the public and elected officials.
- Prioritizing work.
- Solving problems.
- Meeting timelines and schedules.
- Performing engineering mathematical computations.
- Interpreting planning documents; 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:

- Willingness and ability to demonstrate the Public Service Competencies of: Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Maintain consistent and punctual attendance.
- Physically perform the essential functions of the position, including:
  - Operate a computer and other office machinery such as a keyboard, mouse, phone, and fax machine;
  - Communicate accurate information and ideas with others;
  - Transport objects weighing up to 35 pounds;
  - 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:

- Bachelor's degree in civil engineering or related field.
- Two (2) years of experience as a professional engineer (PE) 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 at time of hire required. Must obtain WA State 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.
- 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 conviction and local background check.

PREPARED BY: A. Beatty
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3/2015

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