**CITY OF BELLINGHAM**

**JOB DESCRIPTION**

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

## JOB SUMMARY:

Responsible for performing professional-level engineering work activities and analysis for private development improvement project review and management. This includes construction projects involving water distribution, sewer collection and conveyance, stormwater management and conveyance, street systems, environmental resources, bridges, buildings, traffic and illumination, electrical, treatment facilities and other municipal facility construction. Coordinates project permitting activities, reviews and prepares plans and specifications, manages project budgets, and authorizes project change orders. Has significant public contact with private consultants, engineers, developers, contractors, and the general public. Performs a variety of engineering duties related specifically to the water, stormwater, and sewer utility including hydraulic analysis and modeling, research, comprehensive planning, long-range capital planning and treatment facility design and assessments. This position may periodically rotate among other Project Engineer assignments.

## SUPERVISORY RELATIONSHIP:

Reports to Public Works Development Manager, 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 technical resource to managers, engineers, technicians, inspectors, others within the Public Works Department, Fire Department, Planning Department, and Building Services. Assigns tasks to, directs and oversees the work of administrative staff, technicians, and lower classified Engineers in the administration of development projects as assigned. May be assigned to act as lead position within the Development Unit of Public Works Engineering in the absence of the Development Manager.

## ESSENTIAL FUNCTIONS OF THE JOB:

1. Manages assigned private development 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 professional and technical staff and other support personnel assigned either through special projects or extra work assignments.

3. Analyzes existing water, stormwater, street, 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; calculates fire flow estimates and water demands, sewer flows and capacities; develops guidelines and standards; plans future improvements to provide capacity for growth and expansion of the City.

4. Coordinates the City's Utility Service Zone Extension Program: completes feasibility studies; arranges necessary meetings; oversees the application process, coordinates City policy changes with various City departments, local governmental agencies and the general public; makes formal presentations to City Council.

5. Manages the City's Latecomer Program: assures compliance with adopted City ordinances: makes recommendations to the Director of Public Works on changes to the program; conducts an annual review of the fiscal elements of the program; formulates conclusions and makes recommendations for adjustments to fees and/or fee structures.

6. Participates in the initial planning of proposed projects and plans including preparation of requests for proposals. Prepares and monitors the preparation of project reports, comprehensive plans, 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.

7. Represents the Department on issues related to water, wastewater, storm water, 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.

8. 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. May be assigned to manage public improvement projects and related activities.

3. May act as the lead position within the Development Unit of Public Works Engineering, as assigned.

4. 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:
  - 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;
  - 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:

- Bachelor's degree in civil engineering or related field.

- Two (2) years of experience as a professional engineer (PE) 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:** C. Powers
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