CITY OF BELLINGHAM

JOB DESCRIPTION

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

JOB SUMMARY:

Manages capital construction functions of the Public Works Engineering Division. Oversees or directly performs engineering and contract management on all City-funded public works street, water, sanitary sewer, storm, traffic and illumination projects. Supervises Capital project staff; participates in the identification, analysis and resolution of system needs and long-range planning.

SUPERVISORY RELATIONSHIP:

Reports to Assistant Director of Public Works (Engineering). Works independently under general guidance and direction and according to applicable City, state, and federal 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 professional and technical staff. May act in the capacity of the City Engineer as assigned.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Plans, organizes, coordinates, assigns, evaluates and approves the work of professional and technical staff in the Capital section of the Engineering Division. Provides technical assistance, guidance and training as needed. Resolves problems between contractors or consultants and City staff.

2. Develops, plans and oversees implementation of capital programs for the City to ensure effective completion of projects in compliance with budgetary, regulatory and schedule guidelines. Participates in public meetings and oversees staff in conducting feasibility studies, preparing cost estimates, assessing environmental impacts, and securing project permits.

3. Coordinates and oversees project plans and specifications. Analyzes bids for award of contracts and administers construction contracts. Approves design changes. Approves progress payments to contractors. Addresses inquiries and complaints from property owners.

4. Oversees and coordinates with capital engineers in selecting and managing consultants for capital improvement projects. Negotiates contracts, estimates costs, schedules work and monitors work for compliance with specifications and completeness. Provides information and assistance as needed and expedites decisions on critical issues.

5. Supervises assigned professional and technical staff including Engineering Assistant, Engineer-in-Training, Engineer I and Engineer II. Evaluates performance, participates in hiring and delivers corrective action as appropriate.

ADDITIONAL WORK PERFORMED:

1. Provides technical assistance and serves as technical resource to City staff, consultants, contractors and the public in matters relating to public works projects; receives and responds to inquiries and complaints.

2. Performs related work as assigned within the scope of the classification.

3. May act as the City Engineer in the City Engineer's absence.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:
- Thorough knowledge of civil engineering principles, practices, methods, and processes.
- Thorough knowledge of applicable local, state and federal laws, codes and standards related to public works projects and utilities.
- Municipal infrastructure design.
  Washington State Department of Transportation (WSDOT) Certified Agency documentation requirements and Local Agency Guidelines.
- WSDOT Design and Construction Standards and Specifications.
- Department of Ecology Stormwater Management Manual for Western Washington.
- Thorough knowledge of effective supervisory practices.

Skill 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:
- Plan, organize, coordinate, assign and evaluate the work of professional staff.
- Communicate effectively, both orally and in writing.
- Provide comprehensive planning related to public works projects.
- Implement effective public works projects.

- 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:
  - Frequently operate a computer and other office machinery such as a keyboard, mouse phone, and fax machine;
  - Read engineering plans and a typeset page;
  - Receive and 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.
- Six (6) years of experience as a professional engineer (PE) required.
- Five years of progressively responsible experience related to public works project management of street, water, sanitary sewer and storm water systems.
- At least one year of experience in a Supervisory or Lead roll preferred.
- A combination of education and experience which would provide the applicant with the necessary skills, knowledge and abilities will be considered.

NECESSARY SPECIAL REQUIREMENTS:

- License as a Professional Engineer in Washington State.
- Valid Washington State driver's license and good driving record. A three-year driving abstract must be submitted at time of hire.
- Employment contingent upon passing a criminal background check.

PREPARED BY: Larry Leicht
MK/Charlotte Sellin
6/93

REVIEWED BY: _____
Chad Schulhauser
Asst. Public Works Director

REVISED BY: Tom Rosenberg
Larry Leicht
Steve Mahaffey
2/96

Rory Routhe
Andy Rowlson
8/02

_____
Eric Johnston
Public Works Director

L. McGowan-Smith
C. Powers
1/05

A.Sullivan
C. Schulhauser
3/23