

CITY OF PORT ORCHARD

JOB DESCRIPTION

Job Title: Civil Engineer
FLSA: Non-Exempt
Civil Service: Exempt
Department: Public Works Department
Reports To: Assistant City Engineer

The Civil Engineer shall report to and serve under the direction of the Director of Public Works/City Engineer and the Assistant City Engineer. Attendance at evening or weekend meetings or other off-duty events may be required. May also be called back to work before or after regularly scheduled work hours or on scheduled days off.

Major Function and Purpose

The Civil Engineer performs professional level engineering work including design, construction and project management for municipal projects; defines project scopes, cost estimates, design calculations, plans and specifications; manages consultant contracts and oversees consultant designs for municipal projects.

General Function

The Civil Engineer will be tasked with assisting other teams with private development, roadway design, water, sewer, and municipal engineering projects and should have a strong background in the preparation of construction documents in Civil 3D.

Supervision Responsibilities

None

Job Duties & Responsibilities

Under direction of the Assistant City Engineer, the Civil Engineer will perform civil engineering duties related to City development activities including utility systems, reservoirs, treatment plants, public buildings, streets, and other projects as assigned; Prepares and updates engineering drawings, maps of utility systems and graphic displays, plans and specifications; manage contract services; and respond to questions and inquiries from the general public, developers, contractors, engineering professionals, and City staff regarding engineering and development projects.

REPRESENTATIVE DUTIES

Duties dependent on level hired into the series (I-III). Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop initial project plans and assist in establishing schedules and budgets. Coordinate projects with adjoining property owners, municipal and state stakeholders.
- Design and manage assigned projects. Provide guidance, direction and oversight for the preparation of plans, specifications, cost estimates, and bid documents for City utility and street construction projects from conceptual design through construction.
- Perform CAD drafting to assist with development, design, and construction of public work projects and other related drafting tasks.
- Provide technical assistance to developers during site development plan reviews to assure compliance with City codes, ordinances and general engineering practices; perform site reviews as necessary.
- Communicate recommendations with stakeholders, exchange information, respond to inquiries and complaints; assure appropriate information is provided and problems are resolved.
- Manage assigned projects during construction; maintain project records, documentation and contracts; prepare payment requests; monitor project expenditures and maintain budgeted parameters.
- Assist the Assistant Engineer in the management of projects and the operation, design, construction, and maintenance for the City's storm water, sanitary sewer, and water system maintenance operations.
- Manage consultant contracts and related projects as necessary; represent the City on assigned boards/committees.
- Produce correspondence between the City, contractors, consultants, agencies and the general public regarding project matters such as change orders, rights of way and claims for damage; prepare progress pay estimates and reimbursement requests.
- Prepare a variety of technical reports to support engineering programs; present written and oral recommendations. Assist Engineering leadership and personnel in the preparation of long range Transportation Improvement Plans, Utility Improvement Plans and Capital Improvement Programs.
- Responds to questions and inquiries from the general public, developers, contractors, engineering professionals, and City staff regarding engineering and development projects.
- Lead the preparation of grant applications to ensure compliance with federal /state grant programs and regulations.

Knowledge, Skills and Abilities

Knowledge of:

- Civil engineering principals, practices and mathematics, Basic hydrological and hydraulic principals.
- Elements and procedures related to roadway and drain system construction, operation and maintenance. Current methods of surface water management including runoff quality enhancement.
- Interpreting plans specifications, drafting terminology and symbols, ordinances, regulatory documents, standards, maintenance manuals and construction manuals and application of these resources and regulations to work assignments.
- Methods and techniques of conducting site and field investigations.
- Principles and practices of business correspondence and technical report preparation.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, databases, AutoCAD, GIS and other specialized engineering software programs.
- Pertinent federal, state, and local laws, codes, and regulations affecting civil engineering projects.

Ability to:

- Execute assignments, projects and job responsibilities efficiently and within defined timeframes; work independently and effectively with little direction.
- Demonstrate good judgment and employ critical thinking to execute duties, identify issues, seek solutions and recommend improvements in support of departmental goals.
- Provide assistance to staff and higher level management; participate in resolving operational or interpersonal concerns; participate in training, meetings, and on committees as assigned.
- Gather and assimilate information from a broad range of resources.
- Develop understandable GIS maps for storm, sanitary sewer, and water systems.
- Effectively coordinate, manage, and track multiple project activities on several projects concurrently.
- Prepare clear and concise technical and administrative reports.
- Prepare, review, interpret, and analyze engineering plans, drawings, specifications, contract documents, and engineering reports for conformance to professional standards, contract obligations and approved budget.
- Interpret and explain engineering projects to the business community and the general public.
- Understand, interpret, explain, and apply applicable federal, state, and local policies, laws, and regulations.
- Provide technical assistance to other division, department and City staff regarding assigned engineering issues and problems.
- Operate office equipment including computers and applicable software applications such

as word processing, spreadsheets, databases and specialized engineering software programs.

- Evaluate the condition of Public Works facilities and devise solutions to problems.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Prepare/plot AutoCAD drawings under the supervision of the Public Works Director/City Engineer and/or the Assistant City Engineer.

Working Conditions

The Civil Engineer may work either indoors or outdoors as required. The employee must be capable of working in confined spaces, on ladders, inclines and/or in noisy work areas. He/she may be exposed to extremes in temperature, chemicals or noxious fumes, and to insect stings. The Civil Engineer may be required to walk in, or around construction sites to perform the essential functions of the position.

Exposure to hazards is commonplace. Among the hazards encountered are dampness, direct sunlight, communicable disease, dust, pollen, epoxy chemicals, machinery or its moving parts, cleaning fluids, chemicals, pesticides, insecticides, paints, cleaning agents or similar solutions, insect stings, liquid chemicals, noisy work area, noxious odors, fumes or chemicals, and smoke. Hazardous areas may be encountered, including open ditches, vaults, manholes, heavy machinery, hazardous gases, excessive noise, and vehicle traffic.

Protective clothing may be required in the performance of some job duties.

Contacts and Relationships

The Civil Engineer may have frequent contact with City elected officials, state, county and municipal government officials, and outside consultants, auditors and other business-related individuals or agencies. In the normal course of business, the Civil Engineer will have contact with other Public Works employees, contractors, other city personnel and the public. These contacts involve a wide variety and range of purpose, including the need to provide or collect information, coordinate projects or activities and to solve or negotiate solutions to problems. Communication may be either by telephone, in person or through written message.

Physical Requirements

The Civil Engineer must have the overall stamina and ability to perform moderate to strenuous physical activity, including the ability to stand or walk for extended periods of time, traversing rough terrain, working in or over water, working at heights or on scaffolding, and lifting or carrying up to 50 pounds. Job requirement may include the ability to climb up to 20 feet off the ground; bend and/or work in tight or confined areas. The incumbent must be able to hear alarms and have the ability to audibly identify the presence of a danger or hazard. Must have the ability to sit at a desk and operate a computer for extended periods of time as necessary to complete work responsibilities.

Desired Minimum Qualifications

Education and Experience:

- Bachelor's in Civil Engineering.
- Civil Engineer I: Engineer in Training certification.
- Civil Engineer II: Professional Engineering license.
- Civil Engineer III: Professional Engineering license and four years additional experience.
- We prefer candidates with 2-5 years' experience in hydraulic modeling and design, AutoCAD design of water, sewer, stormwater and streets, water supply and wastewater, development plan review, and GIS mapping.
- WA Driver's license.
- All city employees must successfully pass a pre-employment Drug Testing as prescribed by the City's Drug and Alcohol Testing Policy.

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description does not constitute an employment agreement between the Employer and employee and is subject to change as the needs of the Employer and requirements of the job change.