

**City of Sedro-Woolley
Job Description**

Job Title: Engineering Services Manager
Department: Public Works-Engineering
Classification: Exempt
Union: non-union
Salary Range: \$4,000-\$4,500/month
Updated: February 2, 2010

DEFINITION:

The Engineering Services Manager is responsible for engineering review on land subdivision, private development approval, public right of way management, and other engineering support functions. Also assists with personnel supervision, direction and collective bargaining for public works employees. Works under the direction of the Public Works Director.

LEVEL OF AUTHORITY:

Manages responsibilities independently with only general direction, ensuring that applicable City ordinances, governing laws and generally accepted procedures and practices are followed.

DETAILED PURPOSE OF JOB:

Performs development review for the engineering plans of commercial, industrial and residential development projects in the city, field inspections, assists with capital planning and construction project planning, and analysis as requested. Responsibilities will involve full spectrum of municipal infrastructure including streets, wastewater collection and pumping systems, and storm water detention, drainage and conveyance systems. May assist in the preparation of annual engineering and capital improvement budgets.

WORK ENVIRONMENT:

Work is performed both in the field and in a fast-paced office setting with frequent interruptions from customer phone calls, City staff, company representatives and citizens. Work is also performed at construction sites in the community, outdoors in all kinds of weather conditions and with the usual hazards associated with construction sites. Field work may include activities requiring access into and around structures, including stooping, climbing and inspection of dimly lit areas. Other field work requires walking through project boundaries which may include navigating difficult terrain.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Partners with the development community in a proactive manner to create an expectation of win-win results on all development.
2. Oversees infrastructure planning for development projects.
3. Oversees the engineering review of all land subdivisions within the City.
4. Manages and coordinates the approval of all activities within the Public right of way.

5. Oversees the management of consultant and city teams in the design and construction of private projects.
6. Manages and coordinates development approval, regulation and construction .
7. Manages and coordinates the development of the Pavement Management System.
8. Manages and coordinates the cartography and geographical information system efforts.
9. Manages the coordination of the Transportation impact fee program.
10. Assists in the development of policies and regulations regarding private development activities.
11. Provides technical advice to the public works director, mayor, city council, planning commission and hearing examiner.
12. Coordinates with private parties, citizen groups and other governmental agencies on development projects.
13. Assists the Public Works Director with the supervision and evaluation of the performance of assigned staff.
14. Other duties as may be assigned.

ADDITIONAL JOB FUNCTIONS:

1. Provides interdepartmental engineering support as required.
2. Represents the City at various community boards and advisory groups as assigned.
3. Attends public meetings, prepares reports and answers questions of public, staff and Council; meetings include night meetings of the City Council and Planning Commission, as needed.
4. Assists in preparing the City's Six Year Capital Facilities Program and annual construction program.
5. Performs related tasks as required.

KNOWLEDGE AND ABILITIES:

Management and supervisory skills. Civil Engineering design skills; knowledge of construction requirements and methods; Excellent written and verbal communications skills to prepare written proposals, memos and staff reports and to make oral presentations to large audiences including city council and general public. Must possess valid Washington State Driver's license. Must be able to drive from site to site, make visual inspections in structures or on difficult terrain; have hearing ability sufficient to monitor radio and hear safety warnings on building sites. Ability to establish relationships with agency officials, committees, employees and public. Must have good judgment and be able to manage employees in a fair and reasonable manner.

QUALIFICATIONS:

1. Bachelor of Science degree in civil engineering or equivalent OR five (5) years experience in lieu of education requirements. Applicants with a combination of education and experience that provides the required knowledge, skills and abilities will be considered.
2. Must have thorough knowledge of: civil engineering principles and practices; public works infrastructure design, construction and materials and techniques; developments and computer applications in the utility field; organization and project management principles.
3. Must possess excellent customer service skills and the ability to act as an ambassador to the community.
4. Must work collaboratively with all other City Departments.
5. Must be an excellent communicator orally and in writing.

6. Ability to proactively administer projects from concept to closeout; to perform research and prepare clear and concise technical reports; work effectively with property owners, contractors, consultants, staff, and the general public.
7. Highly motivated and able to work independently, yet remain a member of a team.
8. Organized, efficient, creative and capable of implementing multiple tasks simultaneously.
9. Skilled in analyzing a situation, assessing alternative solutions and recommending an effective course of action.
10. Familiar with applicable laws, codes and permit requirements that govern construction projects.
11. Proficient use of computer programs including Microsoft products (Word, Excel, Outlook, Access), AutoCAD, ArcGIS and other applications.
12. Must have or be able to obtain a valid WA State driver's license.
13. Must have a driving record which is acceptable to the City.
14. PE license in an engineering discipline or equivalent is desirable.

PHYSICAL:

1. Ability to use a computer workstation for extended periods of time.
2. Ability to sit at a workstation for extended periods.
3. Ability to stand, work, and drive throughout the day.
4. Occasional ability to lift, carry and put away parcels weighing up to 35 pounds.

OTHER:

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences of relief, to equalize peak work periods or otherwise to balance the workload.

Reviewed and approved by: _____