

**City of Sedro-Woolley
Job Description**

Job Title: SENIOR ENGINEER / ASSISTANT CITY ENGINEER
Department: Public Works-Engineering
Classification: Exempt
Union: Non-union
Updated: September 14, 2021

DEFINITION:

Under the direction of the Public Works Director or City Engineer, the Assistant City Engineer provides engineering design and support services on a variety of City infrastructure projects, long range infrastructure plans, and long range programs, Stormwater Permit compliance, street maintenance planning, as well as engineering review assistance on private developments and utility installations.

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 or manages engineering design and construction oversight for City infrastructure projects. Responsibilities will involve full spectrum of municipal infrastructure including streets, wastewater collection and pumping systems, wastewater treatment plant upgrades, and storm water detention, drainage and conveyance systems.

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. Office and field work are included in the responsibilities of this position. Performs engineering services for capital improvement projects. Reviews development plans in coordination with the City Engineer
2. Provides technical engineering assistance to the City Engineer or Director. Ensures

- Citizen complaints relating to a departmental activity are investigated and resolved. Handles complaints personally if possible and as appropriate.
3. Interprets plans and specifications within scope of knowledge and authority for the appropriate design of Public Works projects. Reviews contract bids and consultant design work along with private design work. Reviews development plans for compliance with City codes and standards in coordination with the City Engineer.
 4. Assists in administering construction management and inspection.
 5. Assists the with the Public Works, Sanitary Sewer Design capital program including wastewater treatment design, sewer system design, street/stormwater design, pavement preservation program, and general engineering support. Writes reports and summary documents as required.
 6. Reviews contract bids and consultant design work along with private design work in coordination with the Director and City Engineer.

ADDITIONAL JOB FUNCTIONS:

1. Provides interdepartmental engineering support as required.
2. 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.
3. Assists in preparing and managing the City's Six Year Capital Facilities Program and annual construction program.
4. Assists the City Engineer with management of the NPDES Stormwater Permit
5. Assists the City Engineer with management of the Pavement Management System for local and arterial streets.
6. Attends the SCOG RTPO Technical Advisory Committee as City representative
7. Performs related tasks as required.

KNOWLEDGE AND ABILITIES:

1. Journeyman civil engineering design skills, including hydraulic modeling, knowledge of construction requirements and methods.
2. High level of experience managing public works contracts including consultants and contractors.
3. Ability to understand, summarize and present complex technical information both orally and verbally to a non-technical audience.
4. A journeyman level of technical writing and verbal communications skills to prepare written memos and reports are required.
5. Ability to establish and maintain professional working relationships with agency officials, committees, employees and the public.
6. Knowledge of ordinances, policies, and regulations and their relationship to Public Works projects.

QUALIFICATIONS:

1. Bachelor of Science degree in civil engineering.

2. Must have journeyman level of 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 or be able to develop 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 effective communicator orally and in writing.
6. Must be able to develop the 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. Developing skills in analyzing a situation, assessing alternative solutions and recommending an effective course of action.
10. Develop familiarity 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. Registration as a Professional Civil Engineer in the State of Washington is required.

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: _____
September 16, 2021