City of Bellingham
Classification Specification

CLASS TITLE	Project Engineer
DEPARTMENT	Interdepartmental

UNION:	231
SG:	12
CS:	N
FLSA:	N
EE04CODE:	PR

NATURE OF WORK:

Responsible for performing professional-level engineering work activities involving major capital and private development improvement projects. This includes construction projects such as roadways and bridges; water, sewer, storm, and surface water utilities; and buildings, structures and treatment facilities. Prepares and reviews plans, manages project budgets, and authorizes project change orders. Has significant public contact with private consultants, engineers and developers.

DISTINGUISHING CHARACTERISTICS:

The Project Engineer classification is the second of a two-level engineer classification series. The Project Engineer classification is distinguished from the Utility Engineer by its responsibility for management of major capital construction projects and performing more complex engineering work including plan review, managing project budgets and authorizing project change orders. The Project Engineer also directs the work of other staff. The Utility Engineer classification is distinguished from the Project Engineer classification by responsibility for activities involving municipal systems and facilities. The Utility Engineer provides assistance and advice to property owners, the development community, and the general public.

SUPERVISORY RELATIONSHIPS:

Reports to a manager or superintendent in Public Works, or the Design and Development Manager in Parks and Recreation, who assign and review work. Works independently under informal supervision and applicable City regulations, policies, guidelines and appropriate engineering standards. Provides guidance and serves as a technical resource to technicians and inspectors and others within the Department.

ESSENTIAL FUNCTIONS:

1.   Prepares or oversees the design of projects, preparation of plans, specifications, contract documents, cost and quantity estimates for public works construction and special maintenance projects.

2.   Manages assigned projects and related activities. Includes recommending and approving materials, approving schedules, resolving problems, negotiating change orders, recommending pay estimates, providing quality control, making

recommendations on award of contracts, monitoring contractor progress, performing construction engineering activities, maintaining records of contracts and projects in progress, initiating and approving change orders, and approving final acceptance of projects.

3. Provides assistance, advice, and feedback to technical level and professional level engineering and park staff. Includes planning, organizing, and coordinating work; providing guidance and training as required and developing policies and procedures for work on projects.

4. Coordinates projects and activities with other divisions and City departments, regulating agencies, and utility companies. Includes coordinating design, inspection, funding, permits and maintenance criteria for construction or maintenance projects. Coordinates and participates in pre-bid, pre-construction, technical, and design meetings with utility companies, developers, contractors, and other City departments. Reviews and analyzes project scope and impacts and provides information on projects to other technical staff, department managers, and the general public.

5. Coordinates, writes and reviews plans and specifications for projects. Determine materials, testing and surveying requirements and ensures all materials, equipment and services are available. Includes ensuring that plans are consistent with City, State, and federal codes and in compliance with Council conditions.

6. Participates in the initial planning of proposed projects including preparation of requests for proposals. Prepares and monitors the preparation of project designs, plans, drawings, specifications, estimates, spreadsheets, and graphic presentation materials for projects. Includes collecting, gathering and interpreting engineering data for more complex engineering projects. Solicits requests for proposals for consulting services. Conducts studies and coordinates surveys for design and construction of projects. Prepares applications and obtains regulatory permits.

7. Organizes, coordinates, and oversees the work of engineering technicians on specific projects and provides training, as appropriate.

8. Responds to inquiries, complaints, or requests for information regarding area of assignment from other departments, agencies and the general public; provides information and resolves concerns regarding City engineering requirements and processes within scope of knowledge and authority.

9. Maintains liaison with grant-funding agencies. Ensures projects comply with grant conditions.

10. Prepares presentations for public meetings, user groups, neighborhood associations and City Council. Forms project specific steering committees; schedules meetings and coordinates input from a variety of outside interests.

ADDITIONAL WORK PERFORMED:

1. Performs related work within the scope of the classification.

2. Prepares grant applications.

KNOWLEDGE AND SKILLS:

- Advanced knowledge of:
  - Civil engineering principles, practices, standards, and methods
  - Local, State, and federal laws relating to public works projects;
  - Project coordination techniques;
  - Contract administration principles and practices;
  - Mathematics and formulas for civil engineering computations;
  - Presentation formats and procedures; and,
  - General engineering designs and practices.
  - Washington State Dept. of Transportation Standards for Roads and Bridges and CSI Master Spec format
  - Current International Building Code
- Excellent skills in:
  - CAD design, spreadsheet, database, word processing and related engineering software applications;
  - 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;
  - 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.
- Familiarity with WSDOT Certified Agency Documentation requirements.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.

WORKING ENVIRONMENT:

Work is performed in an office setting with extensive work at a computer workstation, and occasionally outdoors in all weather conditions, 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:

- Positions in this classification acquire the requisite knowledge and skills through the completion of a bachelor's degree in civil engineering or related field.
- Four (4) years of engineering experience required.

A combination of experience and training that provides the applicant with the knowledge and skills to perform the job will be considered.

<u>NECESSARY SPECIAL REQUIREMENTS</u>:

Professional Engineer's license.
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.

PREPARED BY:	R. Routhe	**REVIEWED BY:**
	S. Mahaffey	Richard E. McKinley, Director
	L. Klemanski	Public Works
	1/01	

REVISED BY:	Joint Classification Committee	Paul Leuthold, Director
	12/05	Parks and Recreation