

CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE:	Project Engineer - Capital	UNION: 231
CLASS TITLE:	Project Engineer	SG:12
DEPARTMENT:	Public Works	CS: N
		FLSA: N
		EEO4CODE: PR

JOB SUMMARY:

Responsible for performing professional-level engineering work activities for capital improvement projects. This includes planning and construction projects involving water, street, stormwater, environmental, sewer and treatment facilities. Prepares and reviews plans, manages project budgets, coordinates project permitting activities, conducts project bidding and contract execution. Manages project construction including contract administration, change order authorization, and outreach coordination. Has significant contact with private consultants, regulatory agencies, engineers and developers. Performs a variety of engineering duties related to project delivery including comprehensive plan review, regulatory research, capital planning, infrastructure assessment and design, and public outreach. This position may periodically rotate among other Project Engineer assignments.

SUPERVISORY RELATIONSHIP:

Reports to City Engineer, who assigns and reviews work. Works independently under informal supervision and applicable City 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. May be reassigned to the Development Division as needed.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Manages assigned capital projects and related activities. Includes construction document development and coordination, contract and permit preparation and management, construction oversight, recommending and approving materials, approving schedules, resolving problems, negotiating change orders, monitoring construction progress, maintaining records of contracts and projects in progress, performing on-site inspections, and approving final acceptance of projects.
2. Coordinates capital projects with other City departments, private utilities, transit operators and other impacted entities. Supports City Engineer and Public Works Director in outreach activities to Council and the Executive department.
3. Coordinates, monitors, and oversees the work of technical staff and other support personnel as assigned.
4. Reviews capital project scopes to determine technical requirements, feasibility concerns, permitting requirements, cost estimates, and impacts to adjacent infrastructure. Considers and recommends materials, construction methods, schedules and technical requirements of capital projects.

5. Develops comprehensive bid documents for capital projects that are suitable for public procurement procedures including plans, specifications, permits, proposals and other related formwork. Formwork may include documents specific to the use of state and federal funding.
6. Coordinates capital projects with applicable comprehensive plans, ongoing operations projects, environmental guidance documents, and applicable departments and agencies. Communicates with a variety of City departments, state and local agencies and local governments to resolve issues and deal with regulatory compliance and concerns

ADDITIONAL WORK PERFORMED:

1. Supports department staff in the preparation of grant applications.
2. Performs related work within the scope of the classification.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Advanced knowledge of:

- Civil engineering principles, practices, standards, and methods;
- Municipal infrastructure design;
- Local, state, and federal laws relating to public works projects;
- Project coordination procedures;
- Contract administration principles and practices;
- Mathematics and formulas for civil engineering computations;
- Presentation formats and procedures; and,
- General engineering designs and practices.

Excellent skills in:

- Spreadsheet, database, word processing and related engineering software applications;
- Civil engineering software;
- 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;
- 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:

- Willingness and ability to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Maintain reliable and punctual attendance.

- Physical Ability to perform the essential functions of the job, including:
 - Fine finger dexterity to manipulate computer keyboard, mouse, files and papers;
 - Correctable visual acuity to read a computer screen and a typeset page;
 - Communicate verbally, in person and by telephone;
 - 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.
- 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.

NECESSARY SPECIAL REQUIREMENT:

- Professional Engineer's license at time of hire required. Must obtain WA State PE license within 6 months of hire.
- 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: A. Beatty
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