

CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: Project Engineer - Development

UNION: 231

CLASS TITLE: Project Engineer

SG: S-12

CS: N

DEPARTMENT: Public Works

FLSA: N

EEO4CODE: PR

JOB SUMMARY:

Responsible for performing professional-level engineering work activities involving water, sewer, storm water, and street system analysis and private development improvement project review and management. This includes construction projects involving water, sewer, stormwater, streets, and other municipal facility construction. Reviews and prepares plans, manages project budgets, and authorizes project change orders. Has significant public contact with private consultants, engineers and developers. Performs a variety of engineering duties related specifically to the water, stormwater, and sewer utility including hydraulic analysis and modeling, research, comprehensive planning, long-range capital planning and treatment facility assessments. This position may periodically rotate among other Project Engineer assignments.

SUPERVISORY RELATIONSHIP:

Reports to Public Works Development Manager, 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 technical resource to engineers, technicians, inspectors and others within the Department. May act as the lead position within the Development Unit, Public Works Engineering.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Manages assigned private development projects and related activities. Includes plan review and coordination, contract and permit preparation and management, construction over-sight, 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, monitors, evaluates and organizes the performance of and assigns work to professional and technical staff and other support personnel assigned either through special projects or extra work assignments.
3. Analyzes existing water, stormwater, street, and wastewater systems; develops, organizes, and maintains system computer models; prepares and develops plans for system replacement and upgrading; prepares feasibility studies, technical reports and engineering alternatives for capital improvements; calculates fire flow estimates and water demands, sewer flows and capacities; develops guidelines and standards; plans future improvements to provide capacity for growth and expansion of the City.

4. Coordinates the City's Utility Service Zone Extension Program: completes feasibility studies; arranges necessary meetings; oversees the application process, coordinates City policy changes with a variety of City departments, local governmental agencies and the general public; makes formal presentations to City Council.
5. Manages the City's Latecomer Program: assures compliance with adopted City ordinances; makes recommendations to the Director of Public Works on changes to the program; conducts an annual review of the fiscal elements of the program; formulates conclusions and makes recommendations for adjustments to fees and/or fee structures.
6. Participates in the initial planning of proposed projects and plans including preparation of requests for proposals. Prepares and monitors the preparation of project reports, comprehensive plans, designs, plans, drawings, specifications, estimates, spreadsheets, and graphic presentation materials for public works construction projects and plans. Includes collecting, gathering and interpreting engineering data for more complex engineering projects. Solicits requests for proposals for consulting services and manages and monitors consultant contracts. Conducts studies and coordinates surveys for design and construction of public works projects. Prepares applications and obtains regulatory permits.
7. Represents the Department on issues related to water, wastewater, storm water, and streets; provides information; prepares inter-local agreements and 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. Prepares grant applications.
2. May be assigned to manage public improvement projects and related activities.
3. 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;
 - Hydraulic modeling and software;
 - 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.
- Excellent skills in:
 - 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.
- Demonstrates the Public Service Competencies: Customer 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 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: C. Powers
L. McGowan-Smith/
2/05

REVIEWED BY: _____
Rory Routhe, Asst. Director
Public Works – Engineering

REVIEWED BY: _____
Richard E. McKinley, Director
Public Works

JOINT CLASSIFICATION COMMITTEE ALLOCATION: _____ March 22, 2005