

CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: Development Manager
DEPARTMENT: Public Works, Engineering

E-PLAN
SG:E2-13
CS:N
FLSA:N
EEO4CODE:PR

JOB SUMMARY:

Manages utility planning and development services including long-range planning for transportation, sewer and water utilities, development projects, and permit functions of the Public Works Department's Engineering Division. Applies transportation engineering knowledge in developing and administering the Comprehensive Transportation Plan, Transportation Improvement Plan, and the Comprehensive Facilities Plan. Provides or oversees the engineering, planning and development of land use contracts and support for the Permit Center. Supervises engineers, planners, engineering technicians, and permit reviewers. Participates in the identification, analysis and resolution of system needs and long-range planning.

SUPERVISORY RELATIONSHIP:

Reports to the Assistant Director of Public Works (Engineering). Work is performed under general supervision and the guidance of City, state, and federal regulations, policies, guidelines and appropriate engineering standards. Consults supervisor on special project requirements and development or interpretation of policies. Supervises professional and technical staff.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Plans, organizes, coordinates, assigns and evaluates the work of professional and technical staff in the Development Section. Provides technical assistance, guidance and training as needed. Resolves problems between developers or consultants and City staff.
2. Develops, plans and oversees implementation of long-range comprehensive planning programs for the City's transportation systems. Oversees the development and administration of the Transportation Element of the Comprehensive Plan, the Six-Year Transportation Improvement Plan, Transportation Impact Fee Program, the Level of Service Standards and the Transportation Concurrency Management Program.
3. Coordinates and participates in traffic safety studies and Traffic Impact Analysis reports. Oversees the review of development applications for regulatory and policy conformance.
4. Develops plans and oversees implementation of long-range comprehensive planning programs for the City's sewer and water utilities. Develops six-year development programs to ensure effective operation of the utilities. Effectively participates in public meetings, City Council meetings and assists in developing budgets for the programs.
5. Represents the Department and City in regional planning efforts for transportation and utility systems.
6. Serves as City contact for work involving developer extension of street, water, or sewer projects. Participates in pre-application meetings with developers, provides plan review

comments, draft public facilities contracts, and provides procedural information to developers and/or engineers.

7. Coordinates the organization, staffing and operational activities of the Public Works permitting staff, both at the Permit Center and at the Public Works front counter section. Exercises direct supervision over technical staff.

ADDITIONAL WORK PERFORMED:

1. Provides technical assistance and serves as technical resource to developers, City staff, consultants, contractors and the public in matters relating to public infrastructure requirements for development. Responds to inquiries and complaints.
2. Oversees the administration of the Commute Trip Reduction program.
3. Works with the Transportation Manager and Engineering Manager in developing and implementing projects that meet the qualifications of the City's Neighborhood Transportation Safety Program.
4. Performs other related work of a similar nature and level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:

- Thorough knowledge of civil engineering principles, practices, methods, and processes with an emphasis in transportation.
- Thorough knowledge of applicable local, state and federal laws, codes and standards related to transportation, public works projects and utilities.
- Extensive knowledge of effective supervisory practices.

Ability to:

- Plan, organize, coordinate, assign and evaluate the work of professional and technical staff.
- Communicate effectively, both orally and in writing.
- Provide or oversee comprehensive planning related to public infrastructure systems, including street, sewer and water utility systems.
- Implement an effective process for developer-initiated public works projects.
- Establish and maintain effective working relationships with other employees, City officials, consultants and developers, representatives of other governmental agencies and the general public.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job, including:
 - Frequently operate a computer and other office machinery such as a keyboard, mouse, phone, and fax machine;
 - Frequently remain stationary for long periods of time;
 - Occasionally move between work sites;
 - Occasionally traverse on uneven surfaces in all weather conditions, including at construction sites;
 - Occasionally transport objects weighing up to 25 pounds.

WORKING ENVIRONMENT:

Work is primarily performed in an office environment with the majority of time at a computer workstation. May visit construction sites to solve problems or review the work of contractors. Travels to seminars and meetings as needed. This is a sedentary position with minimal physical exertion requirements.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's degree in civil engineering, planning or transportation-related field.
- Five years of progressively responsible experience related to public works projects and transportation systems.
- Supervisory experience preferred.
- License as a Professional Engineer in Washington State preferred.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skill and ability to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENTS:

- Employment contingent upon passing a criminal background check.
- Valid Washington State driver's license and good driving record. Candidates must submit a three-year driving abstract prior to hire.

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11/04

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REVIEWED BY: _____
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