



JOB DESCRIPTION

TITLE: ENGINEER
STATUS: Non-Union/FLSA Exempt
GRADE: Grade 17

JOB SUMMARY:

Applies civil engineering principles and practices in the preparation of plans, specifications and estimates related to the design, construction and maintenance of capital improvement projects, small works projects, utility local improvement districts and other projects, within established civil engineering practices and procedures. Works on routine projects or specific areas of more complex projects under the supervision or direction of a Project Engineer or Capital Projects Manager.

REPORTING RELATIONSHIPS:

This position may report to the Capital Projects Manager or a Project Engineer.

ESSENTIAL DUTIES include the following:

- Develops or reviews engineering plans and specifications for routine projects or specific areas of more complex projects proposed by the District; directs the collection of all field data and background information for projects;
- Performs preliminary project engineering including written project analysis, preliminary drawings and specifications, preliminary cost estimates, and preliminary legal/boundary research;
- Develops or oversees completion of engineering construction drawings and detail specifications;
- Coordinates with Maintenance & Operations Department for other agency work that requires District facility relocations by District staff or by contract work;
- Administers contracts for professional services and construction for routine projects; advertises for professional services and for construction contractors, reviews proposals and bids, and makes appropriate recommendations;
- Meets with interested parties to negotiate contract terms; directs field inspections to ensure compliance with contracts; resolves problems and requests for contract changes and prepares progress payments for public works contracts and recommends approval of projects upon completion;
- Ensures that projects and activities comply with applicable laws and regulations; obtains appropriate permits and approvals from government agencies and monitors changes in the legislative/regulatory requirements which could impact District engineering and construction work;
- Develops planning reports, environmental assessments, and other written documents; prepares engineering and planning reports for implementing water and sewer service;
- Performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Civil engineering theories, principles, and practices, and construction considerations for the planning and development of water and sewer systems;

- Methods and standards of practice in the construction and field inspection of public work projects;
- Laws and regulations in the development, maintenance and expansion of water and sewer districts;
- Accepted and effective standards and specifications for water and sewer system installations;
- Laws and regulations governing environmental impact studies and planning reports for implementing water and sewer service;
- Project Management;
- Safety precautions; and
- Customer service techniques.

Skill in:

- Creating construction contract documents for public works projects, negotiating and administering construction contracts and achieving compliance with specifications and regulations;
- Working with government agencies to obtain permits for development and construction and coordinating District activities with other public agencies;
- Preparing engineering/construction plans, specifications and estimates;
- Researching technical records and requirements;
- Writing technical reports in a clear, concise manner;
- Planning, prioritizing, and completing assignments with minimal supervision.
- Reviewing plans for compliance with rules and regulations;
- Tracking and monitoring project records;
- Using computers and applicable software; and
- Communication, both written and oral, and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Experience/Education:

Any equivalent combination of education and experience that provides the applicant with the knowledge, skills and abilities to perform the job. A typical way to obtain the knowledge and experience would be three years of progressively responsible civil engineering experience or related field and a Bachelor of Science Degree in Civil Engineering, Construction Management or related field. Also requires a valid Washington State Driver's License and a Washington State Professional Engineer License.

WORKING CONDITIONS:

Duties are primarily performed in an office environment while sitting at a desk, drafting table, or computer terminal but may also require travel to meetings and field inspections of construction projects. When in the field, the employee may be exposed to adverse weather conditions, automobile traffic and construction hazards. Duties require visual inspection of construction drawings and projects.

PHYSICAL REQUIREMENTS:

This position typically requires climbing on stairs, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects including the human body. Sedentary work involves sitting most of the time.

This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.

Adopted: November 6, 2000
Revised: February 7, 2011
Revised: September 2013