



Applications are being accepted for the position of

Engineering Manager – Capital Improvement Projects



Review of Applications : September 25, 2020

Open Until Filled

The Community of West Richland

West Richland is a fast-growing city with over 15,000 residents located in the southeastern part of Washington State along the Yakima River. Residents of West Richland enjoy the region's recreational activities with our moderate winter climate and more than 300 days of sunshine each year. The City serves as a dual gateway between the urbanized Tri-Cities metro area (Kennewick, Richland & Pasco) to the east and the world acclaimed wineries of the Red Mountain Appellation to the west. West Richland offers small town charm with full service urban amenities.



The City of West Richland is a successful and vibrant community that provides a solid foundation for exceptional neighborhoods, excellent educational opportunities and prosperous businesses. The City's commitment to excellence enhances the distinctive and superior quality of life enjoyed by its business owners and residents.

The Richland School District prides itself on providing high-quality educational programs and is consistently recognized for exceptional test scores and active community support. Higher educational opportunities are available; West Richland is located near Washington State University – Tri-Cities and Columbia Basin Community College.

West Richland is fortunate to have active citizens and a strong chamber of commerce. The hard work, discipline and expertise contributed by those on the City's boards, commissions, and other committees help focus West Richland's vision to "grow in a balanced way to produce a safe, inviting community, having good residential and recreational alternatives and a healthy economic base."

The City

The City of West Richland is governed by a strong-mayor form of government with a seven member City Council each elected to four-year overlapping terms. The Mayor serves the role of Chief Executive Officer for the City, implementing policy from the City Council. The City of West Richland is a full-service City that provides a multitude of municipal services to its citizens.

City departments include: Public Works, Community and Economic Development, Finance and Police. Fire protection and ambulance services are provided by Benton County Fire District #4.



The Public Works Department

Mission Statement:

The Mission of the Public Works Department is to provide services and infrastructure in a quality manner through the use of professional engineering and management practices with a team of employees dedicated to excellence and customer satisfaction. We strive to accomplish these tasks efficiently, effectively and with accountability to the community we serve.

The Ideal Candidate

West Richland is a community with high expectations and standards for excellence. The Mayor and City Council, as representatives of the community, along with the Public Works Director, share these standards and strive for a city government that is transparent, customer service oriented and able to communicate issues in a clear, professional and understandable manner.

The Position and Expectations

Under the general direction of the City Engineer this position will provide engineering and project management services for the design and construction of City capital improvement projects; prepare complex engineering designs, plan specifications and reports; track and monitor contractor progress; oversee the work of assigned engineering, technical and administrative support staff; assure compliance with federal, state and local laws, codes, and ordinances.

Essential Duties and Responsibilities include the following.

- Monitors and evaluates the work of each project for completeness, accuracy, and compliance with applicable codes, specifications and standards; resolves design, budget

and/or timetable problems; reviews and approves construction materials as described in specifications; ensures project documentation meets state and federal audit requirements.

- Research and recommend selection of consultants/contractors for various projects; reviews and verifies consultant/contractor plans and specifications; suggests changes, additions, corrections; monitors cost estimates; monitors and evaluates construction progress; assists in solving field problems; coordinates change orders.
- Reviews or writes specifications for bids and negotiates agreements with contractors, including developing the scope of work.
- Plans, organizes, oversees, coordinates and reviews the work of assigned engineering, technical and administrative support staff.
- Represents the City as a technical specialist and responds to engineering professionals, staff and the public.
- Makes complex calculations involving assigned engineering specialty, including utilities, construction, transportation and others; review calculations and designs of others to assure conformance with City engineering standards.
- Represents the City in negotiations with business owners, contractors, property owners or other jurisdictions with the ability to commit certain city resources to achieve work objectives.
- Prepares/provides direction and coordination of detailed designs, plans, specifications and estimates for construction projects involving roads, drainage, water and sewer systems using WSDOT and City standards and specifications, AWWA Standards, Department of Ecology Orange Book and other common standards for public works projects.

Supervisory Responsibilities

This position will supervise subordinate engineering staff, which may include Project Engineers, Associate Engineers, Engineering Technicians and Engineering Interns.

Education and/or Experience

Bachelor's degree from an accredited college/university in Civil Engineering and a minimum of eight (8) years progressive experience in review, design and construction of water/wastewater, utilities and/or transportation/traffic with a minimum of two (2) years project management experience and two (2) years supervisory experience; or any combination of education and experience providing the skills, knowledge and abilities to perform the essential functions of the position.

Certificates, Licenses, Registrations

Licensed Professional Engineer in Washington State
Valid driver's license with insurable driving record
Must be bondable

Compensation and Benefits

This is a full-time, exempt position with comprehensive benefits.

- Anticipated hiring range \$7,000 - \$9,500 per month DOQ
- State of Washington Public Employees' Retirement System (PERS)
- 4% dollar for dollar match of base wage into a 401 retirement account
- Medical insurance – 85% employer-paid premiums for employee, spouse, dependents and/or domestic partner
- Dental insurance – 100% employer-paid premiums for employee, spouse, dependents and/or domestic partner
- Vision insurance – 100% employer-paid premiums for employee, spouse, dependents and/or domestic partner
- HRA Veba – Up to \$750 City paid monthly contributions
- Life Insurance – employer paid premiums for \$10,000 plan and optional additional coverage
- Long Term Disability Insurance – employer paid premiums
- Vacation leave is based on years of service, beginning at 120 hours of vacation leave accrual annually (80 hours vacation & 40 hours administrative and professional leave)
- 96 hours of sick leave accrual annually
- 10 paid Holidays plus 1 floating holiday annually
- 9 hours of Personal Leave annually
- Annual "Wellness Day" incentive program
- Employee Assistance Program
- Alternative schedule option with every other Friday off – as determined by Director

How to Apply

To be considered for this position, candidates must submit a cover letter, resume, supplemental questions and City application. The City application and supplemental questions can be downloaded from the City website at www.WestRichland.org

City of West Richland

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The first review of applications will be September 25, 2020.

We are an Equal Opportunity Employer