

## **City of West Richland Job Description**

**Job Title:** Civil Engineer II  
**Department:** Public Works  
**Reports To:** Public Works Director  
**FLSA Status:** Exempt  
**Prepared By:** Roscoe Slade  
**Prepared Date:** June 16, 2010  
**Approved By:** Mayor Donna Noski  
**Approved Date:** June 16, 2010

**Summary** Under general direction of the Public Works Director, perform professional engineering in the direction of assigned engineering staff; to plan, design and organize the design and/or construction of engineering projects, services and programs.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Design, plan and organize the design of civil engineering studies and projects; utilize staff from within the City or outside consultants as necessary; develop time lines, specifications, cost estimates and project objectives; provide periodic reports regarding assigned projects.

Attend pre-construction meetings; perform contract administration including the inspection of work in progress and upon completion to assure compliance with time lines, contracts and City, State and Federal specifications and regulations.

Prepare project and programs estimates for capital programs.

Perform site development plan reviews to assure compliance with City codes, ordinances and general engineering practices; review building and structure developments to evaluate and verify resulting impact on traffic, right-of-ways, and utilities; communicate with other governing agencies as needed; perform field review of sites as necessary.

Prepare a variety of technical reports; investigate design and engineering alternatives to determine feasibility; prepare cost estimates and present written and oral recommendations.

Confer with the general public regarding Public Works and engineering issues and projects; assist the general public on construction practices and code requirements.

Assist local citizens in the establishment, implementation and completion of Local Improvement Districts (LID's) including attending public meetings, reviewing cost estimates and coordinating preliminary and final LID assessment rolls.

Make 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.

Communicate with citizens on a variety of issues; respond to complaints or questions and attempt to resolve or direct the individual to the appropriate individual to achieve a speedy resolution.

Remain current on State and Federal specifications and regulations to perform field and office engineering duties.

### **Supervisory Responsibilities**

In the absence of the City Engineer, this job may supervise subordinate engineering staff, including the Engineering Technician and Engineering Intern.

### **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs work flows and procedures.

Design - generates creative solutions; translates concepts and information into images; uses feedback to modify designs; applies design principles; demonstrates attention to detail.

Problem Solving - identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Project Management - develops project plans; coordinates projects; communicates changes and progress; completes projects on time and budget; completed project team activities.

Technical Skills - assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Customer Service - manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.

Oral Communication - speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.

Written Communication - writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.

Teamwork - balances team and individual responsibilities.

Change Management - develops workable implementation plans; communicates changes effectively.

Quality Management - looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.

Business Acumen - aligns work with strategic goals.

Cost Consciousness - works within approved budget; develops and implements cost saving measures; conserves organizational resources.

Ethics - works with integrity and ethically; upholds organizational values.

Organizational Support - follows policies and procedures; completes administrative tasks correctly and on time.

Strategic Thinking - develops strategies to achieve organizational goals; adapts strategy to changing conditions.

Judgment - displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

Planning/Organizing - prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.

Professionalism - approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Quality - demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

Safety and Security - observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

Adaptability - adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

Dependability - follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

Any combination equivalent to: Bachelor's degree (B. A.) from four-year college or university in Civil Engineering; and at least four years increasingly responsible engineering design, planning and project administration experience.

### **Language Skills**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **Mathematical Skills**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **Computer Skills**

To perform this job successfully, an individual should have knowledge of Design software; Internet software; Spreadsheet software and Word Processing software.

### **Certificates, Licenses, Registrations**

Licensed Professional Engineer in Washington State and valid driver's license

### **Knowledge and Abilities**

Knowledge of: Advanced principles, practices, methods and techniques of civil engineering design; federal and state regulatory agencies, procedures, jurisdictions and requirements; principles and practices of supervision and training; roadway water, wastewater, and solid waste engineering and general civil engineering principles and practices; budget preparation and control; policies and objectives of assigned programs and activities; technical aspects of field of specialty; and health and safety regulations.

Ability to: plan, monitor and control the design and conduct of engineering studies and projects; design, analyze and review plans, estimates and contracts within the department; provide engineering and administrative support; operate office, drafting and engineering equipment and vehicles; review engineering plans; plan, organize and schedule work; meet schedules and timelines; observe health and safety regulations; analyze situations accurately and adopt effective course of action; communicate effectively both orally and in writing; maintain records and prepare reports.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to fumes or airborne particles; risk of electrical shock and vibration. The noise level in the work environment is usually moderate.