

City of West Richland
Job Description

Job Title: Associate Engineer
Department: Public Works
Reports To: CIP Manager or Development Services Manager
FLSA Status: Non-Exempt
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Approved By: Brent Gerry, Mayor
Approved Date: January 22, 2020

Summary

Under general supervision of the CIP Manager/Development Services Manager performs professional civil engineering work of above average difficulty to include reviewing plans related to public works construction projects; performs a variety of engineering work to include the preparation of plans, estimates, specifications and other documents; performs occasional field inspection/oversight; serves as project engineer as assigned and performs related work as required.

Associate Engineer is a multi-incumbent professional engineering class in the Public Works Department. Assignments are normally broad in scope and require the use of judgment and initiative. Associate Engineer designs under the supervision of a licensed professional engineer and is differentiated from the lower level of Engineering Technician by the Associate's broader scope of responsibility, difficulty and complexity of projects assigned and level of experience.

Essential Duties and Responsibilities

Reviews plans related to public works construction to include streets, sidewalks, curbs, gutters, water, irrigation, sanitary sewers and storm drains.

Obtains necessary data to prepare plans in conformance with regulations and/or policy regarding line, grade, size, elevation and location.

Develops and prepares specifications, reports, correspondence, plans, petitions, diagrams, profiles, cross-sections and estimates.

Performs and checks complex engineering calculations to include hydrology, hydraulics, fire suppression, fire flow, super elevation and other calculations for a variety of projects.

Establishes technical criteria and standards and makes technical engineering decisions.

Coordinates assigned activities with consultants, other engineers, developers, contractors, other City departments and outside agencies as needed.

Manages projects as assigned and recommends approval of progress payments and change orders.

Prepares project progress reports during the design phase and maintains records of plans and contract documents.

Coordinates the preparation of right-of-way maps and boundary descriptions.

Prepares requests for proposals and contracts for consulting services.

Makes oral and written presentations.

Investigates site conditions in the field and assists in the construction inspection of assigned projects.

Establishes and maintains contact with staff in the Engineering Department and staff in other City Departments. Additional contact will occur with other governmental agencies, consultants, contractors, vendors and the public.

Operates a personal computer and uses applicable software.

Responds to a variety of inquiries from a variety of individuals related to assigned projects.

Performs other projects/tasks as assigned.

Knowledge of

Civil engineering principles and practices as applied to the design, construction and inspection of streets, storm drains, sanitary sewers, water lines and related public works projects.

Surveying methods and drafting and mapping principles and techniques.

Methods, materials and techniques used in the construction of public works projects.

Advanced mathematics and their application to engineering work.

Applicable laws, regulations, codes and ordinances applicable to area assigned including Federal and State laws/requirements.

Rules and regulations governing supplemental funding sources for public works construction and/or studies.

Recent developments, literature and sources of information regarding civil engineering matters.

English usage, spelling, grammar and punctuation.

Computer applications as they relate to area assigned.

Ability to

Make engineering design computations and check, design and prepare engineering plans, specifications, studies and technical reports.

Conduct comprehensive engineering studies, prepare related reports and recommendations.

Understand and interpret engineering construction plans, specifications and other contract documents.

Perform technical research and solve difficult engineering problems.

Coordinate phases of construction projects, ensure project compliance with applicable rules and regulations and prepare progress reports.

Interpret and apply pertinent laws, rules and regulations.

Communicate effectively orally and in writing.

Understand and carry out oral and written instructions and use independent judgment and initiative.

Establish and maintain effective relationships with those contacted in the course of work.

Operate a personal computer and use applicable software.

Meet the public with courtesy and tact.

A typical way to obtain the knowledge and abilities is as follows:

Education and/or Experience

Bachelors Degree in Engineering or a closely related field or 2 year degree in Engineering or closely related field plus 4 years' experience involving the design, construction, inspection and surveying of public works projects.

Preferred: EIT (Engineer in Training)

Certificates, Licenses and Registrations

Possess and maintain a valid Washington State driver's license with insurable driving record.

Competencies

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

Core

Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.

Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.

Provide Excellent Customer Service: Anticipates, assesses and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.

Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.

Work Safely: Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

Analytical - Collects and researches data.

Problem Solving - Works well in group problem solving situations.

Project Management - Communicates changes and progress.

Technical Skills - Pursues training and development opportunities; strives to continuously build knowledge and skills.

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

Interpersonal Skills - Maintains confidentiality.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification.

Written Communication - Writes clearly and informatively; edits work for spelling and grammar; presents numerical data effectively; able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; gives and welcomes feedback; contributes to building a positive team spirit; supports everyone's efforts to succeed.

Ethics - Treats people with respect; keeps commitments; works with integrity and ethically; upholds organizational values.

Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.

Planning/Organizing - Prioritizes and plans work activities; uses time efficiently.

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.

Quantity - Meets productivity standards; completes work in timely manner.

Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment.

Attendance/ Punctuality - Consistently at work and on time; arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments.

Initiative - Volunteers readily; undertakes self-development activities; seeks increased responsibilities; asks for and offers help when needed.

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 calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully an individual should have knowledge of inventory software; spreadsheet software and Word Processing software.

Physical Demands

Work is performed indoors in an office environment and on-site in the field. When work is performed outdoors there is full exposure to the elements. An incumbent uses a computer, keyboard and related equipment, drives a vehicle on City business, sits for extended periods of time, uses standard drafting tools, stands, walks, reaches, bends, twists, kneels, crouches and grasps, lifts and carries boxes of records weighing 30 pounds or less. In the field an incumbent may walk on slippery/uneven surfaces and

slopes and be exposed to construction materials and dust. An incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.