

City of West Richland Job Description

Job Title: Capital Improvement Projects Manager

Department: Public Works

Reports To: City Engineer

FLSA Status: Exempt

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Approved By: Brent Gerry, Mayor

Approved Date: July 23, 2020

Summary

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

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.

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.

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.

Other duties as assigned

Abilities

- Ability to: plan, monitor and control the design and conduct of complex and large-scale 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.
- Supervise, motivate, provide direction and guidance to assigned staff; evaluate and review work performance; work with employees to correct deficiencies; complete performance evaluations; document corrective action and improvement plans as necessary.
- Monitor and manage the work of consultants and/or sub-consultants for accuracy and compliance with applicable codes and specification standards.

Knowledge of

- Applicable federal, state and local laws, rules, codes and regulations related to assigned activities.
- Federal and state regulatory agencies, procedures, jurisdictions and requirements.
- Thorough knowledge of civil engineering principles, practices and methods (as applicable to the municipal setting), City policies, laws, and regulations affecting engineering activities and preparation and interpretation of engineering plans and specifications.

- Utility systems, regulations, codes, and operation principles and practices; e-sign and construction standards (WSDOT, LAG, HUD, MUTCD, Ecology Orange Book).
- Principles of supervision, training and performance evaluations.
- Read and interpret utility drawings, reports, calculations and utility maps, conduct inspection on existing facilities and new construction, manage large and complex public works projects and ensure project compliance.
- Conduct comprehensive engineering studies and develop appropriate recommendations, perform technical research and solve difficult engineering problems, prepare and maintain technical civil engineering records and prepare comprehensive reports.
- Compile technical data and prepare statistical and narrative reports from field sites, manage multiple projects and priorities.

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

Supervisory Responsibilities

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

Competencies

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

Supervisory

Foster Teamwork: Builds effective teams committed to organizational goals. Fosters collaboration among team members and among teams. Uses teams to address relevant issues.

Prioritize Work and Commitments: Develops short and long range plans that are appropriately comprehensive, realistic, and effective in meeting goals. Focuses on the most important tasks first and directs others to focus on those tasks. Integrates planning efforts across work units to ensure the most critical work gets done first.

Drive for Team Results: Demonstrates and fosters a sense of urgency and strong commitment to achieving goals. Encourages others drive for strategic goals. Persists despite obstacles and opposition. Pursues aggressive goals and works hard to achieve them. Owns the outcome produced by the team.

Manage Employee Performance: Guides employees to achieve the highest levels of performance. Sets clear and compelling expectations for performance. Provides frequent and specific feedback to help employees meet or exceed expectations. Maintains effective records related to employee performance. Delivers specific, timely and meaningful performance reviews.

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.

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 Auto Cad software; Internet software; Spreadsheet software and Word Processing software.

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.