



City of Des Moines, Washington

JOB DESCRIPTION



CITY ENGINEER

Regular, Full-time

Salary Grade: E-37
FLSA Status: Exempt

Union Status: Non-represented
EEO Category: Professional

Nature of Work

Under the general direction of the Public Works Director, this position is responsible for organizing and coordinating the engineering activities of the City's Engineering Services Division focusing on Transportation and Surface Water Management. Duties include reviewing and approval of private and public development designs, preparation and implementation of short- and long-range Capital Improvement Plans and budgets, reviewing and coordinating activities conducted by various utilities that serve the City in accordance with adopted franchise agreements, and supervision of assigned staff. This position is responsible for developing, implementing, and coordinating the City's Stormwater Management Program (SWMP) in accordance with its national Pollutant Discharge Elimination System (NPDES) Municipal Stormwater Permit while meeting NPDES permit deadlines and ensuring City compliance with other federal, state and local stormwater regulations. The City Engineer is responsible for working with the surrounding agencies that support Des Moines citizens (cities, utilities, transit, emergency services and federal/state agencies). This position is also responsible for reviewing, organizing and coordinating environmental engineering activities as assigned under the direction of the Public Works Director. Work is reviewed through evaluation of work programs, reports, and work results.

Distinguishing Features

The position is distinguished from the Principal Engineer position by its larger scope of responsibility involving all engineering division operations, budgets, staff supervision, and a greater level of interaction with staff, other departments, committees, agencies, the development community, and public officials.

Essential Functions

- Administers the City's street system; develops and oversees the operation and maintenance of City's roadways, bridges, traffic signals, and street illumination; ensures the system complies with the City Street Development Standards, Comprehensive Transportation Plan, and the Transportation Improvement Plan.
- Supervises the City's Right-of-Way permit system including application review, approval, inspection, and closeout.
- Administers and approves work order assignments for City performed transportation and storm water operational needs.

- Supervises the production of surveys, diagrams, plans, specifications, and estimates for transportation and surface water system improvements undertaken by the City. Manages the design work completed by engineering consultants hired by the City.
- Performs the duties of Director of Public Works in absence of Director of Public Works.
- Coordinates the construction of capital improvement projects undertaken by the City, and inspects or manages consultant inspections of projects as required.
- Manages and evaluates the work performance of assigned personnel. Makes hiring recommendations, supervises, trains, coaches, and make recommendations for discipline and termination of employees, in coordination with assigned department director and Human Resources.
- Prepares, manages and monitors annual program budgets and Capital Improvement Plan for Transportation and Surface Water Management programs. Implements operational changes as necessary to assure conformance to the budget. Creates funding plans for Capital Improvement Projects, which include grants, loans and other funding sources.
- Develops and manages the City's ADA Transition Plan.
- Supervises and coordinates the review and inspection of private development plans for compliance with the provisions of the City Code, King County Surface Water Design Manual, ASSHTO, WSDOT, MUTCD and other City adopted standards.
- Ensures that all component programs of the City's SWMP consistently comply with all of the NPDES permit requirements.
- Administers the Traffic Impact Fee program for the City.
- Coordinates and participates in the development of short- and long-range planning for the Surface Water Management Utility and provides recommendations on fees for development and the Utility.
- Provides technical expertise and responds to complex questions; provides interpretations of various codes and ordinances regarding transportation, stormwater management and compliance with federal and state regulations.
- Analyzes public safety and drainage concerns and implements solutions and responds diplomatically and informatively to the questions and concerns voiced by the public.
- Represents the City, as assigned at various regional technical meetings, attends City Council meetings, Hearing Examiner, and similar public meetings when required and provides technical expertise regarding area of assigned responsibility. Supports and coordinates with the City Council Environment and Transportation Committees.
- May serve as the Public Works Director in their absence.
- Establishes and maintains cooperative, effective working relationships with co-workers, other City employees, and the general public using principles of good customer service.
- Reports for scheduled work with regular, reliable and punctual attendance.
- Performs other duties as assigned, including but not limited to being assigned to work in other functional areas to cover absences or relief, equalize peak work periods, or balance the workload.

Necessary Knowledge, Skills, and Abilities

- Extensive knowledge of the principles and practices of civil engineering, particularly in transportation, hydraulics, and hydrology as related to the design and construction of municipal Public Works facilities.
- Familiarity with the King County Surface Water Design Manual and the Ecology Stormwater Management Manual of Western Washington.

- Knowledge of the Phase II NPDES Municipal Stormwater Permit requirements and federal, state and local laws and regulations regarding stormwater, surface water and water quality.
- Ability to communicate effectively, both verbally and in writing. Verbal presentations may be in front of groups or in difficult situations. Must be able to present complex technical data in an understandable manner to a variety of audiences.
- Ability to prioritize, organize, plan, and coordinate the work based on City and Department objectives, as well as manage the activities of a number of employees engaged in divergent functions.
- Knowledge of municipal government administration, Public Works financing, and of the role of engineering in City government.
- Working knowledge of State laws and procedures related to Public Works engineering and construction project administration.
- Ability to establish and maintain effective working relationships internally, as well as with the general public.
- The ability to maintain accurate and adequate project records.

Education and Experience Requirements

- Graduation from college or university with a degree in civil engineering or related field; and
- Six years of responsible professional civil engineering experience for a municipality, county, state, or engineering consultant; and
- Capital project management experience through the entire lifecycle of the project including preliminary engineering, right-of-way acquisition, and construction including local and federal permitting; or
- An equivalent combination of education and experience that provides the required knowledge and abilities.
- Capital Improvement Plan budget management experience, preferred.
- Two years of supervisory experience, desired.

Special Requirements

- Registration in the State of Washington as a professional engineer in civil engineering or ability to obtain within 6 months of hire date.
- Possession of and the ability to maintain throughout employment a valid Washington State Driver's License with a good driving record.
- Successful completion of a pre-employment background and criminal history check.
- Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products.

Working Conditions and Physical Abilities

- Work Schedule: This position is exempt from the provisions of the Fair Labor Standards Act and is not eligible for overtime compensation. The normal schedule is weekdays, with some evenings to attend meetings.
- Environment: Outdoor and indoor work environment; subject to driving a vehicle to conduct work. Outdoor environment can include uneven and unstable walking surfaces, tripping hazards, and inclement weather conditions.

- Physical Abilities: Climbing ladders and working at heights on sloped surfaces; walking, kneeling, standing, or crouching; hearing and speaking to exchange information, and occasionally lifting objects up to 50 pounds.
- Hazards: Working on or around heavy equipment, ladders, and scaffolding; exposure to various chemicals, fumes, odors and gases; tripping hazards from construction site debris and unstable walking surfaces, unrestrained animals, contact with dissatisfied or abusive individuals.

Equal Opportunity Employer

- The City of Des Moines is committed to hiring a diverse workforce and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. The City is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state, or local law.
- In accordance with the Americans with Disabilities Act, an employer is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified individual with a disability. In general, it is the responsibility of the applicant or employee with a disability to inform the employer that an accommodation is needed to participate in the application process, to perform essential job functions or to receive equal benefits and privileges of employment.

General Information

- The statements contained herein reflect general details as necessary to describe the principal functions for this job classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.
- The physical abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The provisions of this job description do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.
- Updated 2021.