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| **City of Kelso, Washington** |
| Statements are descriptive of the kind and level of work and not intended to be an exhaustive list of responsibilities, duties and skills required of a person in this position. | TITLE**Senior Engineer** |
| DEPARTMENT**Community Development** | CLASS/EXEMPT STATUS**Exempt** |
| DIVISION**Engineering**  | SUPERVISOR**CD Director/City Engineer** | CLASSIFICATION RANGE**M-16** |
| **POSITION DESCRIPTION**Under general supervision, performs professional level engineering work in a lead capacity on a variety of Public Works projects in areas such as utilities, transportation, and stormwater. |
| **ESSENTIAL FUNCTIONS*** Responsible for engineering and planning work necessary to plan and complete assigned municipal projects.
* Consistently completes projects within scope, schedule and budget constraints.
* Responsible for the planning, research and presentation of major reports under general direction.
* Determine the appropriate project design and methodology for all assigned projects.
* Perform complex engineering research in support of recommendations and project review.
* Responsible for collecting and analyzing a variety of engineering data.
* Prepare maps, statistical information, plans, specifications and cost estimates pertaining to assigned projects.
* Act as Lead for interdisciplinary teams managing the most complex projects.
* Responsible for consultant selection and management; including contract negotiation, progress monitoring and project delivery.
* Punctual, regular, and reliable attendance is essential for successful job performance.

***Stormwater Management Emphasis:**** Responsible for the compliance with NPDES Permit
* Act as the primary liaison between the City and the Washington Department of Ecology
* Represents the City at regional stormwater manager meetings
* Develops engineering standards and policies to support the City’s stormwater management program
* Reviews development applications for conformance with City stormwater requirements
* Identifies and defines stormwater projects for the capital improvement program

***Geographical Information Systems Emphasis:**** Identifies, designs and implements Geographic Information System (GIS) databases required for meeting City utility and capital project program needs
* Develops and maintains standards for the collection, storage and presentation of City asset information
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| **POSITION REQUIREMENTS (Sufficient education, training and experience to demonstrate the attainment of the knowledge and abilities listed below):****EDUCATION/EXPERIENCE*** Graduation from a four-year college or university with a degree in Civil Engineering.
* Three years’ experience in municipal engineering design preferred.
* Additional experience in related civil engineering may be substituted for the college degree with one-year experience being equal to one year of college education.
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| **KNOWLEDGE, SKILLS, ABILITIES, AND SPECIAL REQUIREMENTS*** Knowledge of current principles, practices, methods and techniques of civil engineering, transportation engineering, natural resource management, water resource engineering, environmental sciences or related disciplines.
* Knowledge of hydrology, hydraulics, computer modeling, soils, chemistry and environmental sciences.
* Knowledge of federal, state and local laws and regulations pertaining to transportation, environmental, water resource or natural resource issues.
* Knowledge of budget preparation.
* Knowledge of engineering standards, methods, and practices used in water and other natural resource protection efforts.
* Knowledge of current municipal construction standards, methods, processes, materials, costs, and cost estimating.
* Knowledge of federal, state and local laws and regulations pertaining to municipal utilities, including rules applicable to the formation and closeout of a Local Improvement District (LID).
* Skill in analyzing, assessing, and recommending solutions to complex and challenging public works/municipal utility engineering problems.
* Skill in the use of spreadsheets, graphics, databases, word processing, project management software and in the operation of various engineering specific computer programs.
* Ability to work from general written and verbal instructions.
* Ability to interpret engineering plans, survey notes and legal descriptions.
* Ability to communicate technical information effectively, using various media.
* Ability to analyze situations accurately and adopt an effective course of action.
* Ability to perform research, analysis and advanced computer modeling on complex civil engineering, transportation, environmental or water resource issues, problems, and data.
* Ability to clearly and accurately summarize and portray research information for technical and non-technical audiences.
* Ability to create and present technical information in data or graphic format.
* Ability to accurately complete assigned projects within time lines.
* Ability to communicate with groups of varying levels of technical sophistication in a courteous, tactful manner.
* Ability to read, interpret, apply and explain rules, regulations, policies and procedures.
* Ability to perform complex engineering computations either manually or with the aid of computer or calculator.
* Ability to work cooperatively, productively, effectively, and successfully with others in a public service dedicated, customer centered, team-oriented environment, where open communication is the norm.
* Ability to plan, organize and direct the work of others.

 **SPECIAL REQUIREMENTS*** Successfully pass a modified background investigation.
* Registration as a Professional Engineer in the State of Washington or registration from another state with the ability to obtain Washington registration within six months.
* A valid driver’s license is required.
* Appointees not possessing a valid Washington State Driver’s License upon hire must obtain one within the currently effective statutory time limit.

Contacts:* The Senior Engineer position has varied contacts, including City employees, private consultants, contractors, public officials, property owners and citizens.
* Contacts are for the purpose of listening to various concerns and issues and to provide explanations of current city projects and/or practices.
* Contacts will also be for the purpose of gathering and disseminating information. Issues and/or projects may be controversial in nature, where the ability to explain the City’s position at a level equal to the audience s level of technical sophistication is vital to success.

Supervision:* In a lead capacity, the Senior Engineer may supervise and/or direct the work of assigned professional and technical staff.

Accountability:* The Senior Engineer is accountable for the quality, accuracy and timely completion of assigned projects and tasks.

Working Conditions:* The Senior Engineer typically spends a majority of the workday in an office.
* Some projects and tasks will require fieldwork to gather information and review existing conditions.
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| PREPARED BY DATEM. Kardas 12/9/2014 | SUPERVISOR DATES. Taylor 12/29/2014 | REVIEWED BY DATEA. Mullerleile 12/29/2014 | CITY MANAGER APPROVAL DATES. Taylor 12/30/2014 |