

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

Civil Engineer

DEPARTMENT

Community Development

CLASS/EXEMPT STATUS

Exempt

DIVISION

Engineering

SUPERVISOR

CD Director/City Engineer

CLASSIFICATION RANGE

M-14

POSITION DESCRIPTION

Under the general supervision of the assigned project leader, performs professional and civil engineering work on a variety of City infrastructure projects.

ESSENTIAL FUNCTIONS

- Responsible for the completion of engineering research.
- Prepares maps, statistical information, plans, specifications and cost estimates pertaining to Public Works projects.
- Performs design and drafting work on street and utility systems.
- Analyzes current systems for deficiencies and makes recommendations for improvements in design and operation.
- Operates computers as an aid to: drafting, data analysis, computation, word processing, report presentation, graph and chart generation.
- May be asked to make presentations to City officials or community groups.
- May contact property owners to collect data, solicit support or to inform residents in regards to assigned projects.
- Punctual, regular and reliable attendance is essential for successful job performance.

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.
- One year experience in municipal engineering design.
- 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.

KNOWLEDGE, SKILLS, ABILITIES, AND SPECIAL REQUIREMENTS

- Knowledge of current principles, practices, methods and techniques of civil engineering, natural resource management, water resource engineering, environmental sciences or related disciplines.
- Knowledge of current construction methods and the associated costs.
- Skill in the use of all drafting instruments necessary to prepare plans and drawings.
- Skill in the operation of a microcomputer when the use is necessary to perform assigned tasks.
- Ability to work from written and/or oral instructions.
- Ability to interpret engineering plans, survey notes and legal descriptions.
- Ability to communicate technical information effectively, either verbally or in writing.
- Ability to complete assigned work quickly and accurately to meet stringent timelines.
- Ability to create and present technical information in data or graphic format.

- Ability to communicate with the public in a courteous, tactful, but firm manner.
- Ability to perform complex civil engineering computations, either manually or with the aid of a computer or calculator.
- Ability to perform research and analysis on complex engineering, environmental or water resource issues, and advanced computer modeling.
- Ability to clearly and accurately summarize and portray research information for technical and non-technical audiences.
- Demonstrated punctual, regular and reliable attendance is required.

SPECIAL REQUIREMENTS

- Successfully pass a modified background investigation.
- Registration as an Engineer in Training (EIT) in the State of Washington or another state
- A valid driver’s license is required.
- Appointees not possessing a valid Washington or Oregon State Driver’s License upon hire must obtain one within currently effective statutory time limit.
- Occasional lifting of up to 25 pounds.

Contacts:

- Contacts are varied including other City employees, private consultants, field crews, public officials, property owners and citizens.
- Contacts are for the purpose of information sharing.

Supervision:

- None

Accountability:

- The Civil Engineer is accountable for the quality, accuracy and timely completion of all assigned tasks.

Working Conditions:

- The Civil Engineer works in an office, but may spend extensive time in the field gathering information and reviewing existing systems.
- Field work may include work on busy streets and/or constructions sites; clearing brush; extensive standing or walking on slopes or in swampy areas; and entering manholes, sewer lines and/or lift stations.

PREPARED BY	DATE	SUPERVISOR	DATE	REVIEWED BY	DATE	CITY MANAGER APPROVAL	DATE
M. Kardas	12/9/2014	S. Taylor	12/29/2014	P. Murray	05/25/2017	S. Taylor	1/2/2015