

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

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.

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.

PREPARED BY	DATE	SUPERVISOR	DATE	REVIEWED BY	DATE	CITY MANAGER APPROVAL	DATE
M. Kardas	12/9/2014	S. Taylor	12/29/2014	P. Murray	05/25/2016	S. Taylor	12/30/2014