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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 | | | | | |
| **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  M. Kardas 12/9/2014 | SUPERVISOR DATE  S. Taylor 12/29/2014 | | REVIEWED BY DATE  A. Mullerleile 12/29/2014 | | CITY MANAGER APPROVAL DATE  S. Taylor 12/30/2014 |