



CLASSIFICATION TITLE: Civil Engineer I	JOB NUMBER: 7034	AFFILIATION: Unaffiliated (Non-Union)
REPORTS TO: Assigned Director or Manager	PAY GRADE: 21	FLSA STATUS: Non-Exempt

GENERAL SUMMARY

Performs intermediate technical work planning and preparing engineering studies, reports, project drawings, contract documents, and grant applications in assigned area, and related work as apparent or assigned. Work is performed under the limited supervision of the assigned Director or Manager ("supervisor").

CORE VALUES

All employees are expected to model and foster the City of Richland's core values in the performance of their duties and their interactions while representing the City. The values of *Teamwork*, *Integrity*, and *Excellence* promote and maintain a high level of morale and productivity, and are the tie that binds all City employees together, across all functions.

ESSENTIAL JOB FUNCTIONS

To be successful in this position, an individual must be able to perform each essential function satisfactorily. Additional duties of a similar nature and level may also be assigned. The City may make reasonable accommodations to enable a qualified individual with disabilities to perform the essential functions.

- Plans, prepares, and oversees implementation of programs contributing to the success of Public Works services; plans, prepares, and reviews technical guidance documents such as standard details, engineering plans, and technical specifications for Public Works systems.
- Collects samples, obtains or completes sample analyses, and prepares reports related to environmental conditions at Public Works facilities; performs calculations involving assigned engineering specialty, including utilities, construction, transportation and others; reviews calculations and designs of others to assure conformance with applicable standards.
- Prepares State and Federal grant applications; prepares and conducts formal presentations for obtaining grant funds; reviews and analyzes existing and proposed regulatory and funding programs applicable to Public Works systems and operations.

- Prepares capital project contract documents, including plans, specifications, and cost estimates; plans and prepares high level plans and planning level cost estimates for programs and capital improvement projects.
- Prepares summary materials and presentations for public, regulatory, and elected audiences related to Public Works systems and operations; confers with City officials, contractors, consulting engineers and the general public regarding and engineering issues and projects.
- Coordinates and conducts pre-construction meetings; performs contract administration, including the inspection of work in progress and upon completion to assure compliance with timelines, contracts and City, State, and federal specifications and regulations; approves and signs for release of service contract payments.
- Communicates with citizens on a variety of issues; responds to complaints or questions and attempts to resolve or direct the individual to the appropriate individual to achieve a speedy resolution; assists with construction practices and code requirements.

KNOWLEDGE, SKILLS AND ABILITIES

The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential functions of the position.

Knowledge of:

- Principles, practices, methods and techniques of civil engineering and /or environmental engineering.
- Applicable Federal, State, and local laws, rules, codes and regulations related to assigned activities.
- Federal and State procedures in contract administration and documentation.
- Modern engineering methods as applied to the planning, design and project management of public works, public utilities, transportation and general construction projects.
- Computers and related engineering software and hardware.
- State and Labor and Industries health and safety standards.
- Federal and State water quality standards and best management practice guidance.
- State and federal environmental assessment and remediation regulations.
- Correct English usage, grammar and vocabulary.
- Modern office practices, methods, procedures and equipment.
- Record-keeping principles, procedures, and techniques.

Skills and Abilities to:

- Interpret, apply and explain engineering principles, local, State and national codes, rules, regulations, policies and procedures.
- Design, plan, calculate and organize engineering studies and projects.
- Coordinate outside consultants and contractors on assigned projects and studies.
- Collect, compile and analyze field data, statistical and technical information, maps, research data and other pertinent data.
- Write and edit engineering reports, public works operations manuals and guidance, professional correspondence, and public communications.
- Inspect and document work in progress and upon completion to assure performance complies with contracts and City, State and Federal specifications and regulations.
- Integrate engineering principles into Public Works systems and operations.
- Perform technical engineering duties related to assigned area of specialty.
- Read, review and understand engineering plans and specifications.
- Makes verbal presentations and leads technical meetings.
- Maintain records and prepare comprehensive reports.
- Investigate problems, analyze situations and determine appropriate corrective action.
- Monitor and control project budgets.
- Observe legal and defensive driving practices.
- Operate modern office equipment including personal computer equipment using standard or customized software application programs appropriate to assigned tasks.
- Use tact, initiative, prudence, and independent judgement within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

SPECIAL REQUIREMENTS

Valid driver's license.

EDUCATION AND EXPERIENCE

Bachelor's degree with coursework in civil or environmental engineering, or related field and up to one (1) year experience providing engineering services, or equivalent combination of education and experience.

COMPETENCIES

Foundational

- Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.
- Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- Work Safely: Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The physical demands described below 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.

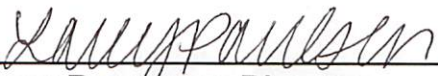

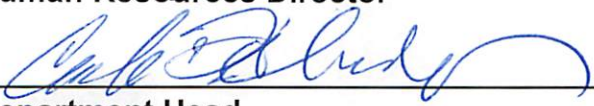
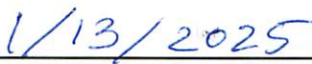

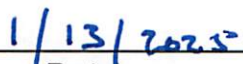
This work requires regular and punctual attendance at the office or other assigned location; work requires the occasional exertion of up to 25 pounds of force; work occasionally requires standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts,

using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals and exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Authorization (for Archive)

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job classification does not constitute an employment agreement between the City of Richland and any employee and is subject to change by the City as the needs of the City and requirements of the job change.

	
Human Resources Director	Date
	
Department Head	Date
	
City Manager or Authorized Designee	Date