

<b>CLASSIFICATION TITLE:</b> Civil Engineer II	<b>JOB NUMBER:</b> 7035	<b>AFFILIATION:</b> Unaffiliated (Non-Union)
<b>REPORTS TO:</b> Assigned Director or Manager	<b>PAY GRADE:</b> 24	<b>FLSA STATUS:</b> Exempt

## GENERAL SUMMARY

Performs difficult skilled technical work conducting complex and large-scale engineering studies and projects, and related work as apparent or assigned. Work is performed under the general direction 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, monitors, and controls the design and conduct of complex and large-scale public works engineering studies and projects; utilizes staff from within the City or outside consultants as necessary; develops timelines, specifications, cost estimates, and project objectives; monitors progress and provides periodic reports regarding assigned projects.
- Solicits input from residents, property owners, land developers, other stakeholders and City staff at appropriate times to guide project scope and design decisions.
- 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.

- Prepares annual recommended capital project budgets; monitors, approves, and controls expenditures and budgets; prepares State and inter-departmental billings for completed construction; prepares State and Federal grant applications; designs work and contract specifications; prepares and conducts formal presentations for obtaining construction funds; develops specifications and cost estimates for bids on major projects requiring outside consulting assistance; participates in the selection of consultants; negotiates and monitors contracts and services of outside firms.
- Reviews complex architectural and engineering plans and drawings for major construction projects within the City, and ensures compliance with City ordinances and policies; approves plans or indicates deficiencies with corrective action guideline; makes complex calculations involving assigned engineering specialty, including utilities, construction, transportation, and others; reviews calculations and designs of others to assure conformance with City engineering standards.
- Schedules, assigns, or provides work direction to other engineering personnel on City projects, engineering plan designs, calculations, cost estimations, and other engineering duties as appropriate; provides project leadership as assigned on projects requiring City personnel and various City divisions; establishes and maintains project schedules and activities.
- Provides written, verbal, and special reports as necessary on assigned projects and contracts; conducts research and prepares construction recommendations on projects; prepares and presents comprehensive reports to outside groups, City Council, commissions, or others as requested; maintains records for assigned activities.
- 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:**

- Applicable Federal, State, and local laws, rules, codes and regulations related to assigned activities, including the National Environmental Policy Act (NEPA) and the State Environmental Policy Act (SEPA).

- Applicable laws, codes, regulations, policies and procedures, including Local Improvement District (LID) formation and administration.
- Policies and objectives of assigned program and activities.
- City organization, operations, policies and objectives.
- Federal and State procedures in contract inspection and documentation.
- Advanced principles, practices, methods and techniques of civil engineering as applied to municipal infrastructure.
- Modern engineering methods as applied to the design, project management and construction of public works, public utilities, transportation, and general construction.
- Principles of work direction and guidance of other technical personnel.
- Budget preparation and control.
- Research methods and report writing techniques.
- Operation of computer-aided drafting equipment.
- Manual for Uniform Traffic Control Devices.
- Washington State Department of Transportation (WSDOT) specifications & design guidelines including Federal funded project procedures.
- American Association of State Highway and Transportation Officials (AASHTO) standards.
- Criteria for Sewage Works Design (Dept of Ecology 'Orange Book').
- Stormwater Management Manual for Eastern Washington
- Washington State Department of Health (DOH) Water System Design Manual
- "10 States Standards".
- Modern office practices, methods, procedures, and equipment.
- Record-keeping principles, procedures, and techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Interpersonal skills using tact, patience, and courtesy.
- Technical aspects of civil engineering.

**Skills and abilities to:**

- Interpret, apply and explain local, State and national codes, rules, regulations, policies and procedures.
- Plan, monitor, and control the design and conduct of complex and large-scale engineering studies, and projects.
- Develop and control related budgets.
- Prepare State and Federal grant applications and construction contracts, and conducts presentations for obtaining construction funds.
- Plan, design, and evaluate engineering projects to assure objectives and codes are followed.

- Coordinate and direct outside engineering consultants and firms.
- Inspect work in progress and upon completion to assure performance complies with contracts, and City, State, and federal specifications and regulations.
- Perform difficult and complex engineering mathematical computations.
- Make verbal presentations and lead technical meetings.
- Maintain records and prepare comprehensive reports.
- Observe legal and defensive driving practices.
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise, and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, organize own work, set priorities, and meet critical time deadlines.
- 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 judgment 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**

- Obtain Washington State Professional Engineer's License within six (6) months of hire and maintain throughout employment.
- Valid driver's license.

## **EDUCATION AND EXPERIENCE**

Bachelor's degree in civil engineering or a related field, and four (4) years experience in civil engineering design, planning, project administration, 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 locations; work requires the occasional exertion of up to 25 pounds of force; work constantly requires using hands to finger, handle or feel, frequently requires sitting and speaking or hearing, and occasionally requires standing, walking, reaching with hands and arms 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, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather), exposure to fumes or airborne particles, exposure to outdoor weather conditions and exposure to moving mechanical parts and heavy construction equipment; 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.*

  
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Human Resources Director Date 

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Department Head Date  
  
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City Manager or Authorized Designee Date 