

## **CITY OF OAK HARBOR**

### **JOB DESCRIPTION**

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**Title:** *Project Engineer*  
**Department:** *Public Works - Engineering*  
**Reports To:** *City Engineer*  
**Status:** *Exempt /Non-Union*

#### **Job Summary:**

The Project Engineer is responsible for performing professional-level engineering work activities involving major capital and private development improvement projects. This includes, but is not limited to, construction projects involving streets, water, sewer, surface water management and treatment facility construction. Prepares and reviews plans, manages project budgets, and authorizes project change orders. Coordinates projects with other departments and has significant contact with private consultants, engineers, developers, the general public and Federal, State and County agencies as well as representatives of NAS Whidbey.

#### **Essential Job Functions:**

1. Prepare or oversee the design of projects, preparation of plans, specifications, contract documents, cost and quantity estimates for public works construction, building and special maintenance projects.
2. Manage consultant design or in-house design projects, including design conceptual phase, preliminary and final design, construction phase, and project close-out. Recommend and approve materials and schedules, resolve problems, initiate, negotiate and approve change orders, recommend pay estimates, provide quality control, recommend award of contracts, monitor contractor progress. Perform construction engineering activities, maintain records of contracts and projects in progress, initiate and approve change orders, and recommend final acceptance of projects.
3. Provide assistance, advice, and feedback to technical level and professional level engineering staff. Plan, organize, and coordinate the work of engineering staff as assigned; provide guidance and training as necessary, and develop policies and procedures for project work.
4. Assume position of City Engineer in City Engineer's absence.
5. Coordinate engineering projects and activities with other divisions and City departments, regulating agencies, and utility companies.
6. Participate in the initial planning of proposed public works projects; conducts studies and coordinates surveys for design and construction; collects, gathers and interprets engineering data for more complex engineering projects. Reviews and analyzes project scope and impacts and provides information on projects to other technical staff, department managers, and the general public.
7. Coordinate and participate in pre-bid, pre-construction, technical, and design meetings with all parties. Ensure that plans are consistent with City, State, and Federal codes and in compliance with Council conditions. Coordinate funding resources and inspection schedules.
8. Administer federal and state grant funds, maintain liaison with grant-funding agencies, and ensures projects comply with grant conditions.
9. Coordinate LID projects.
10. Respond to inquiries, complaints, or requests for information regarding area of assignment from other departments, agencies and the general public; provides information and resolves concerns regarding City engineering requirements and processes within scope of knowledge and authority.
11. Undertake special projects as assigned.
12. Establish, coordinate, and maintain effective working relationships with City staff and officials, employees, contractors, developers, other professionals, intergovernmental agencies and the general public; respond in a courteous and helpful manner sometimes in stressful situations.
13. Meet with citizens, developers, consultants and contractors to discuss projects or proposals and explain/negotiate needed changes. Review proposals with City staff. Make public presentations. Recommend contract awards and other actions to the City Council.
14. Prioritize public infrastructure needs for the City and secure funding for such improvements.
15. Attend City Council and other meetings, as required, act as a division and City representative and serve on boards as assigned.
16. Act as liaison with other agencies such as D.O.T., Island County, NAS Whidbey and other cities.
17. Negotiate and administer consultant contracts.
18. Perform development reviews.

19. Perform planning and engineering for streets, water, wastewater, drainage and solid waste functions.
20. Assist in researching funding sources such as grants, loans and federal appropriations for municipal projects.

**Associated Job Functions:**

1. Attend various continuing education meetings, seminars and conferences.
2. Perform other duties and responsibilities as assigned including work in other functional areas.

**Performance Requirements (Knowledge, Skills and Abilities):**

- Thorough knowledge of modern civil engineering principles and practices used in the design, construction and inspection of public works projects.
- Extensive civil engineering design skills and knowledge of construction requirements and methods.
- Knowledge and skills to perform substantial analysis and interpretation; and ability to make sound judgments.
- Knowledge of engineering and land surveying.
- Knowledge of State and Federal regulations governing public works projects.
- Knowledge of project planning, budgeting, contract administration, and project management techniques.
- Written skills and ability to compose complex documents and the ability to research, organize and compile data into meaningful reports.
- Strong oral communication skills and public speaking ability to effectively communicate, facilitate and negotiate complex information to officials, agencies, staff and the general public
- Knowledge of business English, spelling, grammar, vocabulary, punctuation and mathematics.
- Ability to make sound decisions and to convey decisions to other professionals, developers and citizens, using discretion and tact.
- Ability to utilize a computer and associated City, engineering and specialized software, including CAD.
- Ability to utilize equipment such as methane gas detector, four-wheel drive vehicles, surveying instruments and equipment, engineer's level.

**Work Environment and Physical Demands:**

Work is performed indoors in an office environment and in the field at construction sites in all types of weather conditions. Must have normal hearing, visual acuity and manual dexterity and be able to stand, walk, bend and stoop and move items in excess of 50 pounds. Fieldwork exposes incumbents to the hazards of machinery and equipment used in the construction of public works projects. Work requires occasional attendance at evening meetings.

**Experience and Training Requirements:**

- Must have B.S. in Civil Engineering, *and*
- Four (4) years of experience in a broad range of professional engineering responsibilities including infrastructure planning, funding, design, construction and testing, *and*
- Must have a current Professional Engineer (P.E.) license in the State of Washington. If you have a current P.E. license from another state, you must be able to obtain a State of Washington P.E. through reciprocity within one (1) month of hire.
- Pass background and driver's abstract checks.
- Must have a valid Washington State Driver's License and a good driving record.

*A combination of education, training and experience that provides the required knowledge, skills and abilities to perform the essential job functions may be considered.*

Established: HR 2/04

Revised: DevSvs/HR 11/05, HR 7/10, HR 4/13, HR 1/15, HR 5/15

FLSA: Exempt  
Range:

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The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.