

CITY OF OAK HARBOR

JOB DESCRIPTION

Job Title: *Civil Engineer I*
Department: *Public Works – Engineering*
Reports To: *City Engineer*
Status: *Exempt /Non-union*

Job Summary:

Perform professional civil engineering activities at a fully skilled level in a variety of areas including design, planning, development review and analysis, writing specifications, constructions management, project and budget management, or research. Primary assignments are in the areas of utility planning and engineering, funding requests, transportation engineering, and specific project work.

Essential Job Functions:

1. Perform full-scope engineering work in the drafting and design of street improvements, utilities and drainage and other civil engineering projects.
2. Coordinate and perform development reviews such as reviewing designs and details of plans prepared by other departmental employees and by private developers to assure conformance with City requirements and safety needs.
3. Perform planning and engineering for water, wastewater, drainage and solid waste functions.
4. Assist in researching funding sources such as grants, loans and Federal appropriations for municipal projects
5. Administer, coordinate and manage public works construction contracts under the general direction of the City Engineer.
6. Coordinates public works projects with other departments to assure compliance with City requirements and safety needs
7. Confer with other engineers, architects, surveyors and developers to negotiate technical and policy compliance methods.
8. Perform traffic and transportation engineering for streets, parking, traffic signalization and control structures including non-motorized components.
9. Liaison contact and coordinator for various interdepartmental projects such as roof repair, building amenities, studies and report generation, environmental issues, and report analysis.
10. Provide information and direction over the telephone or in person to citizens, engineers, contractors and surveyors relating to public works issues and permit requirements.
11. Check aspects of plans such as drafting standards, accuracy of computations; prepare drafts of estimates and final records by calculating, checking and compiling engineering data contained therein.
12. Interpret, review and create project related schedules using common scheduling software.
13. Perform engineering research; prepare drafts of specifications, contracts and related materials.
14. Establish and maintain effective and cooperative working relationships with City staff and officials, employees, contractors, developers, other professionals, intergovernmental agencies and the general public. Respond to inquiries in a courteous and helpful manner sometimes in stressful situations.
15. Assist in coordinating engineering activities with State, local agencies, federal agencies, and other cities

Associated Job Functions:

1. May provide guidance to engineering technicians,
2. Prepare for and coordinate public meetings as well as arrange for meeting rooms, visual displays, handout materials and other items.
3. May perform field inspection, data collection and construction staking.
4. Attend various continuing education meetings and seminars, and conferences.
5. Perform other duties and responsibilities as assigned.

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.
- Full knowledge and skills to perform substantial analysis, interpretation and make judgments.
- Working 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.
- Good keyboard skills and ability to use a variety of computer programs, including CAD.
- Good oral and written communication skills and the ability to communicate effectively.
- 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 establish and maintain effective working relationships with City staff and officials, employees, contractors, developers, other professionals, intergovernmental agencies and the general public.
- Ability to utilize equipment such as nuclear densometer, methane gas detector, four-wheel drive vehicles, surveying instruments and equipment, engineer's level and standard office equipment including a personal computer and CAD software.

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 range of hearing, visual acuity and manual dexterity, and be able to stand, walk, bend, 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**
- Minimum two (2) years experience in the design, construction, and inspection of public work projects, **with** strong development review and coordination, **and**
- Engineer-In-Training (EIT) Certificate.
- Ability to obtain certification to use nuclear densometer.
- Must have a valid Washington State Driver's License and a good driving record.
- Pass background and drivers abstract checks.

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: 4/95 Hulbert

Revised: 3/03 Dev Svs/HR, NWM/HR 1/04, HR 7/10, Eng/HR 12/14

FLSA: Exempt

Range: --

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.