

CITY OF OAK HARBOR

JOB DESCRIPTION

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

Job Summary:

Coordinate and perform complex and standard professional civil engineering activities at a senior professional level in a variety of areas including design, operations, planning, development review, project and budget management, and research. Duties are performed with a high level of independence with assignments in the areas of complex utility planning and engineering, proactive funding requests, transportation engineering, and specific project work.

Essential Job Functions:

1. Coordinate and perform full-scope complex engineering in the drafting and design of street, utilities and drainage and other civil engineering projects with a high level of independence.
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 street water, wastewater, drainage and solid waste systems.
4. Function as responsible charge for researching and securing funding requests such as grants, loans and Federal appropriations for municipal projects
5. Administrate and coordinate public works construction contracts, to include bidding capital projects (pre-bid activities, amendments, bidder verification, and award).
6. Confer with other engineers, architects, surveyors and developers to negotiate technical and policy compliance methods.
7. Perform traffic and transportation engineering for streets, parking, traffic signalization and control structures including non-motorized components.
8. Liaison contact and coordinator for various interdepartmental projects such as roof repair, building amenities, studies and report generation, environmental issues, and report analysis.
9. Perform complex engineering work for special projects such as WWTP, marina and/or municipal pier facilities; perform complex engineering research; and prepare contract plans, specifications and estimates.
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 all 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. Perform engineering functions related to capital project planning such as creating conceptual design layouts, cost estimates and preliminary engineering analysis.
13. Draft environmental and construction related permit applications and related documents, track permit compliance during project construction and submit final closeout documentation upon completion.
14. Perform or coordinate engineering research; prepare drafts of contracts and related materials.
15. 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.
16. Respond to public inquiries concerning locations and construction of existing public utilities, traffic volume and related questions.
17. Coordinate engineering activities with State, local agencies, federal agencies, and other cities

Associated Job Functions:

1. Attend various continuing education meetings and seminars, and conferences.
2. Perform other duties and responsibilities as assigned.
3. May perform field inspection activities.

Performance Requirements (Knowledge, Skills and Abilities):

- Thorough knowledge of modern civil engineering principles and practices used in the design, construction and inspection of complex and standard public works projects.
- Full knowledge and skills to perform substantial analysis, interpretation and judgments, and serve as a resource to other engineering professional and technical personnel.
- Full working knowledge of engineering and land surveying.
- Knowledge of State and Federal regulations governing public works projects.
- Knowledge of complex 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 and convey sound decisions to other professionals, developers and citizens, using discretion and tact on complex matters involving sensitive community and customer issues and the delivery of premier customer services.

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 four (4) years experience in the design, construction, and inspection of public work projects **with** strong development review and coordination, **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 month of hire.
- Must have a valid Washington State Driver's License and a good driving record.
- Pass background and driver's abstract check.

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: 5/04 NWM/HR

Revised: 11/05 DevSvs/HR, HR 7/10, HR 3/12, PWEng 1/13, 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.