

CITY OF OAK HARBOR

JOB DESCRIPTION

Job Title: *City Engineer*
Department: *Public Works - Engineering*
Reports To: *Director of Public Works*
Status: *Exempt / Non-union*

Job Summary:

Under general direction of the Public Works Director, the City Engineer is responsible for the leadership and management of the Engineering Division. Plans, organizes and directs the day-to-day activities of the Engineering division. Oversees major utility studies. Serves as the responsible engineer for the design, preparation of plans and specifications, and construction of capital improvement projects; supervises site development plan reviews and construction inspections; ensures compliance with City codes, ordinances, and engineering practices and standards; administers consultant contracts; coordinates policy issues through the Director and supervises assigned personnel.

Essential Job Functions:

1. Plan, organize, supervise, control, direct and evaluate the Engineering functions of the City.
2. Develop or supervise development of plans, specifications, cost estimates and bid documents for utility and street projects and other projects and/or supervise individuals engaged in these activities.
3. Administer the review and approval of plans for municipal and private development and stamp plans for municipal development produced in-house. Analyze proposals for technical adequacy and compliance with City codes, policy requirements and safety needs and/or provide direction and guidance to individuals or groups involved in the projects.
4. Train, direct, supervise and evaluate the performance of engineering division staff; evaluate performance and recommend disciplinary procedures as appropriate. Consult with the Director on personnel concerns and initiate disciplinary action as directed.
5. Meet with citizens, developers, consultants and contractors to discuss projects or proposals and explain/negotiate needed changes. Review proposals with City staff and make public presentations. Recommend contract awards and other actions to the City Council.
6. Conduct or supervise studies to determine future City needs and capital improvement priorities. Review utility systems for operational characteristics, impacts or needed changes.
7. Coordinate and oversee engineering support to other departments by serving as technical liaison.
8. Provide information to the Director regarding the accuracy of technical engineering work of the division and performance of technical employees; and review workload planning including projects utilizing outside consultants.
9. Establish and maintain effective working relationships with City staff, City officials, contractors, developers, other professionals, government agencies and the general public in a courteous and helpful manner sometimes in stressful situations.
10. Prioritize public infrastructure needs for the City and assist in securing funding for such improvements.
11. Attend City Council and other meetings regularly, act as division and City representative and serve on boards as assigned.
12. Act as liaison with other agencies such as D.O.T., Island County and other cities.
13. Negotiate and administer consultant contracts.

Associated Job Functions:

1. Attend various continuing education meetings and seminars, and conferences.
2. Perform other duties and responsibilities as assigned.

Performance Requirements (Knowledge, Skills and Abilities):

- Knowledge of modern civil engineering practices and principles, as well as an in-depth understanding of municipal engineering, construction and building codes.
- Knowledge of State, federal and local laws, standards, regulations and ordinances related to the divisions' functions.
- Knowledge of modern management and supervisory practices and procedures, including budgeting, personnel management, project management and risk management.
- Knowledge and skills in coordinating the development of capital improvement plans and priorities.

- Knowledge of engineering planning, design, and permitting processes.
- Knowledge of project management, contractor liaison, construction practices, and methods.
- Knowledge of grant resources, applications, and contract administration.
- Requires skill in negotiation.
- Excellent oral and written communication skills and the ability to make presentations to a variety of groups and organizations.
- Knowledge of business English, spelling, grammar, vocabulary, punctuation and mathematics.
- Ability to identify and solve complex issues and problems.
- Ability to effectively manage and supervise the work activities of a professional and technical staff in a manner conducive to proficient performance and high morale.
- Ability to utilize equipment including 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 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 also requires frequent attendance at evening meetings.

Experience and Training Requirements:

- Bachelor's degree in Civil Engineering **required, and**
- Six (6) years progressively responsible experience in municipal engineering, **including** significant demonstrated experience in infrastructure planning, funding, design and construction.
- Experience in directing, managing, and supervising.
- Must be licensed to practice as a Professional Engineer (P.E.) in the State of Washington.
- Must have or be able to obtain a valid Washington State Driver's License.
- Must pass background and driving record 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

Revised: 3/03, NWM/HR 1/04, DEV SVS/HR 5/06, HR 6/10, HR 9/12, HR 9/14, HR 5/15

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.