

CITY OF BURIEN, WASHINGTON

JOB DESCRIPTION

Title: Civil Engineer – Journey Level

Dept.: Public Works

FLSA Status: Exempt

Reports to: Public Works Director

The City of Burien believes that each employee makes a significant contribution to our success. This job description is designed to outline primary duties, qualifications and job scope. 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.

General Position Summary

This position is responsible for compliance with the National Pollutant Discharge Elimination System (NPDES) Permit requirements, the operation and management of the City's stormwater facilities, and management of surface water management capital improvement projects. Work is performed with considerable independence and requires sound judgment and decision-making skills.

Essential Functions

- Supports and models the identified vision, values and behaviors of the organization.
- Develops and maintains tracking system(s) for various components of the NPDES Permit. Responsible for the preparation of the NPDES Annual Reports, with assistance from the SWM Technician.
- Performs water quality and quantity monitoring and data collection related to the NPDES Permit, routine operation and maintenance, and for capital projects.
- Initiates facility maintenance and repairs with Public Works Maintenance crews or outside contractors.
- Performs basic hydrologic and hydraulic modeling of existing drainage problems and proposed solutions.
- Investigates and prepares recommended solutions to various identified surface water drainage problems.
- Maintains computer inventory of drainage facilities and drainage problems, retrieves information from database, updates maps and files using GIS, and uses data to analyze effect of development on existing drainage problems.
- Supervises, assigns work, and evaluates performance of assigned personnel, assists in the selection of new employees, counsels and disciplines employees according to city policies and procedures. Responsible for staff development.
- Manages the development of multiple and diverse stormwater capital projects.
- Prepares project scopes of work, schedules and costs estimates.
- Coordinates the selection of design consultants and professional service providers; monitors contract expenses and consultant performance.
- Prepares and obtains state and federal permits required for projects.
- Attends meetings with developers, City Council or other agencies as required to provide technical expertise.
- Responds to questions and complaints from the public concerning surface water related problems, projects, and issues.

- Assists the Director in the preparation and update of comprehensive plans for the City's surface water utilities and assists in the preparation of the Capital Improvement Program.
- Participates in the development and administration of annual Stormwater Management Fund budgets related to NPDES functions and capital projects.

Secondary Functions

- Prepares grant applications for funding of storm water related issues.
- Inspects construction projects and facilities for conformance to plans, specifications, operations and maintenance requirements.
- Serves on and participates in various employee committees.

Job Scope

Performs frequent new and varied work situations. The position involves a high degree of complexity and the incumbent determines own practices and procedures and contributes to the development of new concepts.

Supervisory Responsibility

This position supervises the work of the Engineering Technician and other assigned staff.

Interpersonal Contacts

The incumbent interacts extensively with staff, the public, contractors, businesses, and other governmental agencies.

Specific Job Skills

Knowledge of:

- Principles and practices of civil engineering and the methods, techniques and instruments used in engineering drafting, surveying and mathematics.
- Engineering plans and specifications and plan interpretation techniques.
- Pertinent codes, laws and regulations.
- NPDES Phase 2 requirements.
- Methods and techniques of field inspection, surveying, drainage and design.
- Water quality monitoring and sampling techniques.
- Conditional assessment of stormwater infrastructure.
- Principal practices of project management.
- Computer aided drafting and design software, Geographic Information Systems, and Project Management software.

Ability to:

- Perform complex engineering calculations.
- Accurately read and interpret construction drawings and maps.
- Organize and conduct analytical studies and surveys to substantiate plans, findings and recommendations relating to public facilities.
- Accurately operate hydrologic and hydraulic computer models.
- Accurately interpret legal regulations and guidelines, engineering plans, studies and reports.
- Define problems, collect data, establish facts, and draw valid conclusions.
- Accurately analyze statistical and technical information, maps, and other pertinent data.
- Coordinate and cooperate with other agencies, departments, and private utilities.

- Communicate effectively, both orally and in writing with occasional public speaking required.
- Explain complex technical information and procedures verbally and in writing to others lacking technical knowledge.
- Establish and maintain cooperative and effective working relationships with others.
- Exercise individual initiative and discretion in work, including confidential matters.
- Plan, organize, and manage complex projects.
- Recognize occupational hazards and utilize standard safety practices.

Mental Abilities

Continuous ability to understand and speak English; frequent decision making, interpersonal skills, teamwork, creativity, customer service, training/supervising, use of discretion, problem analysis, independent judgment and/or action, mentoring, and ability to write and read English and perform basic math; and occasional performance of advanced math, negotiation and presentations/teaching.

Physical Abilities

Frequent standing, walking, sitting, talking, and hearing; occasional stooping, fingering, reaching, feeling, handling, and repetitive motions of hands and wrists; and rare crawling, kneeling, climbing, bending, and repetitive motions of feet. Position requires the ability to lift, push, and pull twenty pounds and carry ten pounds.

Education and/or Experience

Bachelors Degree in civil engineering with course work in hydrology and hydraulics plus three years progressively responsible experience OR a combination of education, training and experience which provides an equivalent background required to perform the work of the position.

Special Requirements

- Professional Engineer License preferred.
- Successful completion of pre-employment background check.
- Valid Washington State Driver's License with satisfactory driving record.

Job Conditions

Work is primarily performed in an office environment with extensive work at a desktop computer. Occasionally works outdoors.

Hazards

Working on or around heavy equipment, traffic, ladders, open trenches, scaffolding and heights; exposure to various dust, chemicals, fumes, odors and gases; tripping hazards from construction site debris and unstable walking surfaces; unrestrained animals; contact with dissatisfied or abusive individuals.