

CITY OF BURIEN, WASHINGTON

JOB DESCRIPTION

Title: Civil Engineer II – Development Review
FLSA Status: Exempt

Dept.: Public Works
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

The Civil Engineer II - Development Review is responsible for professional engineering review of private development projects, including approval and inspection directly related to enforcement of protective codes and development regulations. Incumbent represents the City to outside agencies and the public.

Essential Functions

- Reviews civil engineering plans for private development applications and projects for compliance with city regulations. Elements of review may include vehicle and pedestrian access, parking, storm drainage, erosion control, clearing & grading, and landscaping.
- Coordinates engineering plan review comments from other city departments and consultants.
- Conducts inspections of permitted work in progress to ensure that projects are completed in compliance with approved plans and specifications, and with applicable regulations and standards.
- Organizes, prepares and maintains accurate reports and records of plan reviews and inspection activities.
- Prepares written comments on proposed plans; writes letters regarding compliance on specific issues and completes other written reports and records as needed.
- Provides information to the public, contractors and developers regarding site development and right-of-way development issues, regulations and standards.
- Attends pre-construction meetings as needed in order to explain city standards and procedures to contractors and developers.
- Investigates and resolves citizen complaints involving health, life-safety and environmental issues; works with code compliance officer to resolve issues. Keeps Director informed of issues and concerns.
- Reviews, approves and signs engineering documents requiring Professional Engineer's approval.
- Performs fieldwork to inspect, monitor, survey, and verify information for maintenance, repair, rehabilitation, and construction of development-related projects and facilities.
- Administers the financial guarantee process related to development.
- Performs other related duties of a comparable level/type as assigned.

Secondary Functions

- Proposes changes in the annual work program and capital improvement program.
- Plans, organizes, and directs the work of reporting subordinates as assigned.

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.

Interpersonal Contacts

Works with peers, outside government agencies, contractors and citizens.

Specific Job Skills

Knowledge of:

- Civil engineering principles, practices, and methods of site civil design, including but not limited to storm drainage systems, streets, clearing and grading.
- Civil engineering construction standards and inspection methods and techniques.
- Geometry and basic mathematical calculations used in public works construction.
- Maps, deeds, plats, and plans.
- Principles, practices and methods of permit processing and engineering plan review.
- Pertinent Federal, State, and local laws, codes, and regulations, including civil engineering laws and regulations.
- Principles, practices and methods of project management.
- Principles, practices and methods of right-of-way construction.
- All stages of public works construction and site development design

Ability to:

- Read and interpret civil engineering, architectural, topographic, structural, and site plans.
- Inspect permitted engineering work on private development sites and in the right-of-way for completeness, proper work methods and compliance with approved plans and applicable regulations.
- Interpret construction codes and engineering standards and resolve field and design problems offering acceptable alternative solutions.
- Prepare and maintain accurate and concise records.
- Communicate effectively with developers, contractors, and the general public and to handle angry citizens and developers with tact and courtesy.
- Establish and maintain effective working relationships with other employees, contractors, and the general public.
- Supervise subordinate staff in a team environment.
- Perform site inspections.
- Work independently and make decisions under general supervision.
- Operate a computer, copier, telephone, two-way radio and other office machines.
- Recognize occupational hazards and utilize standard safety practices.

Mental Abilities

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

Physical Abilities

Frequent standing, walking, talking, hearing, handling and sitting; occasional fingering, reaching, feeling, bending, and repetitive motions of hands and wrists; and rare stooping, crawling, kneeling, climbing, bending, and repetitive motions of feet. Must be able to push, pull, lift and carry fifty pounds.

Education and/or Experience

Bachelor's degree in civil engineering or related field plus four years progressively responsible experience of a supervisory nature in public works design, construction, and project management; or a combination of education, training and experience which provides an equivalent background required to perform the work of the position.

Licensing and Certification

- Licensed Professional Engineer (PE) in the State of Washington. If licensed in another State, must obtain a Washington State PE license within six (6) months of appointment.
- Valid Washington State driver's license with satisfactory driving record.
- Successful completion of pre-employment background check.

Job Conditions

Work is performed in both office and field environments and requires travel to a variety of locations to perform work. Employee may be exposed to noise from basic office equipment operation, all weather conditions, and to conditions and hazards from obstacles, heights and open trenches associated with construction sites. May also be exposed to potentially hazardous materials and equipment, fumes or vapors. Walking over rough terrain and climbing may be required. May be required to work extended hours to meet project deadlines.

Adopted 7/16/08