

# CITY OF BURIEN, WASHINGTON

## JOB DESCRIPTION

**Title:** Civil Engineer II – Surface Water Management

**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

The Surface Water Management Engineer is responsible for the planning, permitting, design and construction of large scale surface water management capital improvement projects. Work is performed with considerable independence and requires sound judgment and decision-making skills.

### Essential Functions

- Provides project management and leadership for complex, large-scale engineering studies, including basin planning, storm water master planning, design projects and construction projects.
- Prepares project scopes of work, schedules and cost estimates.
- Performs hydrologic and hydraulic modeling and analysis.
- Performs complex engineering calculations.
- Prepares local, state and federal permit applications required for surface water management construction projects.
- Obtains local, state and federal required project permits and approvals.
- Prepares construction plans, specifications, construction contract documents and engineering reports.
- Manages the selection of consultants and the bidding and awarding of construction contracts. Reviews contract specifications proposed by contract engineers for conformance with city standards.
- Assists the Director in the preparation and update of comprehensive plans for the City's surface water utilities and assists in preparation of the Capital Improvement Program.
- Coordinates and cooperates with other agencies, departments, and private utilities involved in or affected by city public works projects.
- Reviews and makes recommendations on resolution of citizen complaints as necessary, and keeps Director informed of issues and concerns.
- Provides notice to the public works construction projects prior to and during work.
- Attends meetings with developers, City Council or other agencies as required to provide technical expertise.

### Secondary Functions

- Applies for grants.
- Plans, organizes, and directs the work of reporting subordinates.

### **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.
- NPDES Phase 2 requirements.
- Project management practices and methods.
- Local government private development review and conditioning procedures and processes.
- Municipal surface water and drainage collection retention, detention, and disposal systems and domestic water treatment, pumping, storage, and distribution systems.
- Hydrologic studies and analysis.
- Modern construction industry techniques, standards and practice commonly used in the maintenance, repair, rehabilitation, and construction of surface water drainage systems.
- City, State, and Federal codes, ordinances, specifications, policies, procedures and standards.
- Municipal government operations and environmental policies and laws.
- Principles of supervision and guidance of personnel and project teams.
- Computer aided drafting and design software, Geographic Information Systems, and Project Management software.

Ability to:

- Communicate effectively, both orally and in writing, with demonstrated ability in addressing and responding to routine and complex surface water management issues.
- Establish and maintain cooperative and effective working relationships with public officials, City staff, community groups, and the general public.
- Operate hydrologic and hydraulic computer models.
- Prepare and obtain state and federal permits required for projects.
- Exercise individual initiative and discretion in work, including confidential matters.
- Interpret legal regulations and guidelines, engineering plans, studies and reports.
- Define problems, collect data, establish facts, and draw valid conclusions.
- Interpret a variety of technical instructions in mathematical or diagram form and dealing with several abstract and concrete variables.
- Accurately apply laws, codes, regulations, policies, and procedures.

- Design and evaluate engineering projects to ensure objectives are met and codes are followed.
- Analyze statistical and technical information, maps, and other pertinent data.
- Perform difficult and complex engineering mathematical computations.
- Present and lead technical discussions at meetings.
- Plan, organize, and manage complex projects involving other technical personnel.
- Interpret, apply and explain codes, rules, regulations, policies, and procedures to non-technical person.
- Conduct field evaluations to review systems under construction.
- Be aware of 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, negotiation, independent judgment and/or action, mentoring, and ability to write and read English and perform basic math; and occasional performance of advanced math and presentations/teaching.

### **Physical Abilities**

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

### **Education and/or Experience**

Bachelors Degree in civil engineering with course work in hydrology and hydraulics plus four 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 (PE). If licensed in another State, must obtain a Washington State PE license within six (6) months.
- 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.

Adopted 5/08