

City of Poulsbo

Position Description

Position Title: Engineer III	Reports To: City Engineer
Department/Section: Engineering	Date: April 2024
Salary Schedule: Teamsters Salary Schedule-Level 28	FLSA: Non-exempt

General Scope of Work:

Performs engineering work and leads special projects. Prepare and assist in preparation of plans, specifications, and estimates for Public Works projects and capital projects. Assists with review of residential and commercial development projects. The position is responsible for a variety engineering tasks such as design, construction management, review and inspection of roadway, parks, facilities, and surface water capital improvement projects. Work under direction and guidance of City Engineer.

Essential Functions of the Job:

- Under direction of City Engineer, manage assigned project activities which include: preparation of designs, plans, drawings, specifications, estimates, spreadsheet tracking and graphic materials, recommending and approving materials, approving schedules, resolving problems, negotiating change orders, collecting, gathering, and interpreting engineering data, and recommending pay estimates and providing quality control.
- Works independently to perform a wide variety of responsible and professional level engineering functions using independent judgment.
- Preparing, reviewing, finalizing, and processing complex plans or permits, codes and regulations, engineering documents, technical documents, resolutions and ordinances, engineering proposals prepared by external sources, and funding applications for state and federal loans and grants.
- Conduct construction, maintenance and compliance investigations, inspections, and surveys under direction of City Engineer.
- Review of plans, drawings, and specifications to ensure projects meet code and other legal requirements; ensure that engineering design meets state and local code requirements.
- Preparation of design, contract documents, change orders, and engineering proposals; interpret contract requirements and monitor compliance.
- Perform analysis and review of water quality compliance and enforcement.

- Attends and participates in professional group meetings and seminars to stay current with new trends and innovations in the field of engineering.
- Prepare, review, and process engineering documents, permits, environmental documents, plat and development applications, plans and specifications; read and interpret drawings, maps and blueprints.
- Lead and manage projects upon request.
- Assist with selecting and managing engineering consulting firms.
- Investigate grant opportunities and assist in the preparation of grant applications to support the maintenance and enhancement of the City's infrastructure.
- Develops and recommends engineering standards, specifications, and procedures.
- Meet with citizens and citizen groups, homeowners' associations and business associations as necessary to respond to inquiries, complaints.
- Attends City Council and Committee meetings as required.

Performance Requirements

- Knowledge of engineering theories, principles and practices including specific principals of assigned programs.
- Knowledge of construction design, management, and principles.
- Knowledge of federal, state, and local laws, standards and regulations governing engineering projects.
- Knowledge of WSDOT Standard Specifications.
- Capital project management in a municipal environment.
- Ability to read and interpret plans and specifications and render fair, consistent, and decisive decisions in a timely manner.
- Ability to balance and manage multiple assignments efficiently and effectively to sustain a wide variety of activities.
- Effective communication both written and oral.
- Professional working relationship and positive problem-solving attitude.
- Skilled in planning and scheduling skills.
- Skilled in technical writing.
- Ability to perform complex mathematical calculations.
- Ability to establish and maintain effective interpersonal relationships at all organizational levels and with the public.
- Knowledge of Civil 3D and ability to fully use in development of designs.

Qualifications

- Professional Engineering License or the ability to obtain license within twelve months.
- Bachelor's Degree in Engineering related field or equivalent experience.

- Six years of increasingly responsible experience in Civil and Municipal Engineering with experience managing projects and mentoring staff.
- Must be able to walk, climb, lift and function effectively on construction project sites.
- Must have a valid Washington State driver's license.

Other:

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skills typically required, and the scope of responsibility. It 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.

Are you able to perform the essential functions of this job, including attendance, with or without accommodation?

Yes ___ No ___

Signature

Date