

# City of Poulsbo

## Position Description

<b>Position Title:</b> Civil Engineer - Utilities	<b>Reports To:</b> City Engineer
<b>Department:</b> Engineering and Public Works	<b>Date:</b> June 2024
<b>Salary Schedule:</b> Management Salary Schedule	<b>FLSA:</b> Exempt

### **General Scope of Work:**

The Utility Civil Engineer's primary focus is on the water, sanitary sewer and storm sewer utilities which include the production of all potable water as well as conveyance systems for the storm and sanitary sewer systems. This individual works closely with staff to assess problems and develop engineering solutions to problems facing the utilities as well as being the primary point person for providing base information to the public and other city staff regarding the utilities.

### **General Duties:**

- Conduct engineering studies including the development, maintenance and operations of computer models necessary for the on-going expansion and redevelopment of existing systems.
- Maintain utility base maps, integrating as-built information to the existing digital and record files.
- Conduct plan review and inspection of utility construction projects (private and public) for conformance to all applicable guidelines and specifications.
- Develop and maintain the basis of engineering information of the drinking water, storm water and sanitary sewer systems, including but not limited to the computer aided design (CAD) digital base maps, as-builts and other computer and paper data
- Develop, maintain and operate computer models, such as EPANET, Water CAD or other software used to model water hydraulics and hydrology related to private and public development projects
- Assist in the development and supervision of architect and engineer contracts for the development of public works projects or engineering studies
- Assist in the supervision of public works construction contracts
- Works with the technical staff of the utility departments to analyze and troubleshoot problems, developing alternative solutions and assisting with their implementation
- Performs design and engineering calculations of a variety of civil engineering projects.

- Maintain and provide updates to the City Construction Standards
- Assist in selecting and managing engineering consulting firms. Develop funding packages for various capital projects (including grant and loan proposals)
- Prepare storm water reports in accordance with City and DOE requirements and incorporates low impact design best practices.
- Respond to public requests and inquiries regarding the utilities and public works projects.
- Assist in analyzing current utility systems for deficiencies and make recommendations for improvement in design and operation, expansion or extension. Research and coordinate the implementation of programs to comply with legislative mandates related to the City's utilities.
- Answer questions regarding Engineering/Public Works requirements for new building construction and procedures for utility extensions. Respond to questions regarding utility charges, latecomer's agreements, density charges, permit fees, easements, street vacations, etc.
- Develop procedures for and the review and approve the inspection and testing of utility infrastructure improvements to be conveyed to the City for compliance to City design and development standards. This will include the water system, storm and sanitary sewers and appurtenances.
- Using AutoCAD and other computer aided systems, update and maintain utility maps and other engineering records. Integrates existing utility records and information from field crews, private engineers, State engineers to show new construction, utility extensions, water services, side sewer hookups or right-of-way information on base maps.
- Represent the department at meetings, works with the public to address and resolve complaints.
- Other duties as assigned by the Assistant City Engineer and/or City Engineer.

**Knowledge, Skills and Abilities:**

- Ability to communicate technical information effectively, orally and in writing. Ability to research statistical, narrative, and mapping information and draw conclusions.
- Familiarity with federal, state and local laws, codes and ordinances and standards incident to municipal engineering and development.
- Knowledge of computer-aided (Personal Computer Based) applications, particularly Autodesk's AutoCAD, and the range of readily available software useful to the engineering discipline, including but not limited to EPANET.
- A high degree of computer literacy is essential, including operations in a network (LAN/WAN) environment, use of the Internet to acquire and share data and information, and the effective utilization base applications for general

office purposes, including word processors, spreadsheets, email and presentation packages.

- Knowledge of basic engineering and construction principles, practices, materials, and equipment related to Public Works Projects.
- Ability to develop systems necessary to maintain and share information, such as effective computer data structures.
- Ability to prepare, organize and maintain engineering field and office reports, records and as-builts of system infrastructure.
- Ability to read and interpret engineering plans and understand specifications.
- Ability to establish and maintain effective working relationships with other staff, elected officials, agencies, and the general public.
- Team-oriented problem solver
- Ability to identify problems and propose and implement appropriate solutions
- Ability to work productively with a limited amount of supervision

#### **Education and Experience:**

- College-level course-work or graduation from an accredited four-year college or university with a Bachelor's degree in Civil Engineering and registered as an Engineer-in- Training. A Washington State Professional Engineer designation is desired.
- Four or more years of increasingly responsible civil engineering experience.
- Any combination of the above requirements which provides the education and/or experience necessary to perform the duties of the position.

#### **Licenses and Other Requirements:**

Valid Washington State driver's license

- NOTE: 1. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.
2. While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.
3. This job description in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job related duties required by their supervisor.
4. This document will be reviewed and updated yearly at time of employee performance appraisal; when the position becomes vacant; or if duties are changed significantly.