

# CITY OF BELLINGHAM

## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Engineering Manager</b>	<b>E-PLAN</b>
<b>CLASS TITLE:</b>	<b>Department Manager 2</b>	<b>SG:E-18</b>
<b>DEPARTMENT:</b>	<b>Public Works, Engineering</b>	<b>CS:N</b>
		<b>FLSA:Y</b>
		<b>EEO4CODE:PR</b>

### **JOB SUMMARY:**

Manages capital construction projects and inspection services of the Public Works Engineering Division. Provides or oversees engineering, contract management and quality assurance inspection services on all public works street, water, sanitary sewer, storm, traffic and illumination projects (City and developer-funded). Supervises unit staff; participates in the identification, analysis and resolution of system needs and long-range planning.

### **SUPERVISORY RELATIONSHIP:**

Reports to Assistant Director of Public Works (Engineering). Works independently under applicable City, state, and federal regulations, policies, guidelines and appropriate engineering standards. Supervises professional and technical staff.

### **ESSENTIAL FUNCTIONS OF THE JOB:**

1. Plans, organizes, coordinates, assigns and evaluates the work of professional and technical staff in the Engineering and Inspection Sections. Provides technical assistance, guidance and training as needed. Resolves problems between contractors, developers or consultants and City staff.
2. Develops, plans and oversees implementation of capital programs for the City to ensure effective completion of projects in compliance with budgetary, regulatory and schedule guidelines. Conducts feasibility studies and cost estimates, participates in public meetings, assesses environmental impacts, and secures project permits.
3. Coordinates and oversees project plans and specifications. Analyzes bids for award of contracts and administers construction contracts. Approves design changes. Approves progress payments to contractors. Addresses inquiries and complaints from property owners.
4. Selects and manages consultants for capital improvement projects. Negotiates contracts, estimates costs, schedules work and monitors work for compliance with specifications and completeness. Provides information and assistance as needed and expedites decisions on critical issues.
5. Coordinates and oversees Construction Inspection Section. Exercises direct supervision to the Inspection Supervisor.

**ADDITIONAL WORK PERFORMED:**

1. Provides technical assistance and serves as technical resource to City staff, consultants, contractors and the public in matters relating to public works projects; receives and responds to inquiries and complaints.
2. Responsible for performing and overseeing contractor performance evaluations.
3. Performs related work as assigned within the scope of the classification.

**PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):**

- Thorough knowledge of civil engineering principles, practices, methods, and processes.
- Thorough knowledge of applicable local, state and federal laws, codes and standards related to public works projects and utilities.
- Extensive knowledge of effective supervisory practices.
- Ability to plan, organize, coordinate, assign and evaluate the work of professional staff.
- Ability to communicate effectively, both orally and in writing.
- Ability to provide comprehensive planning related to public works projects.
- Ability to implement effective public works projects.
- Ability to establish and maintain effective working relationships with other employees, City officials, consultants, contractors and developers, representatives of other governmental agencies and the general public.
- Physical ability to perform the essential functions of the job.

**WORKING ENVIRONMENT:**

Work is primarily performed in an office environment with extensive work at a computer workstation. Occasionally visits construction sites to solve problems or to review the work of contractors. Travels to seminars and meetings as needed.

**EXPERIENCE AND TRAINING REQUIREMENTS:**

- Bachelor's degree in civil engineering or related field.
- Five years of progressively responsible experience related to public works project management of water, and sewer and storm water systems.
- Supervisory experience preferred.
- A combination of education and experience which would provide the applicant with the necessary skills, knowledge and abilities will be considered.

**NECESSARY SPECIAL REQUIREMENTS:**

- License as a Professional Engineer in Washington State.
- Valid Washington State driver's license and good driving record. A three-year driving abstract must be submitted at time of hire.

**PREPARED BY:** Larry Leicht  
MK/Charlotte Sellin  
6/93

**REVIEWED BY:** \_\_\_\_\_  
Rory Routhe  
Asst. Public Works Director

**REVISED BY:** Tom Rosenberg  
Larry Leicht  
Steve Mahaffey  
2/96

\_\_\_\_\_  
Dick McKinley  
Public Works Director

Rory Routhe  
Andy Rowson  
8/02

L. McGowan-Smith  
C. Powers  
1/05

Position reclassified to Department Manager 2 effective 1-1-07 as result of market salary study