CITY OF KENT POSITION DESCRIPTION

Position Inventory Number:					
Classification Specification: <u>ENGINEERING MANAGER</u>					
Salary Range: NR 52 - Management Benefit Level B					
Position Description (Working Title):					
Incumbent:					
Location: Public Works/Engineering - Development					

GENERAL PURPOSE:

Under the direction of the City Engineer and Public Works Director, supervise and perform complex and professional engineering duties in the management, design, coordination, and direction of Public Works civil engineering projects that relate to the review, approval, and permitting of private development projects, including the establishment of the Public Works department conditions of approval for short plats, long plats, rezones, conditional use permits, SEPA submittals, and other private development project proposals; coordinate and direct the review and approval of required Public Works civil engineering design reports and drawings required for private development projects; train, supervise, assign and review the work of assigned personnel; act as liaison between Public Works, Fire, and Community Development to assure efficient and effective functioning of the Development Section.

Work is characterized by management, administrative, and supervisory responsibilities for the organization, including directing and evaluating the operation of the Development Section. The incumbent directly supervises employees in the Development Section; and carries out supervisory responsibilities in accordance with the organization's policies and procedures as well as applicable laws. The incumbent's responsibilities include, but are not limited to, interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints; resolving problems; and recommending terminations as appropriate. The incumbent functions as a liaison between Public Works, Fire, and Community Development by participating in senior level management meetings.

Work is performed under managerial direction. The supervisor provides the employee with assignments in terms of broad practice, precedents, policies, and goals. Work may be reviewed for fulfillment of program objectives and conformance with departmental policy, practice, and/or objective.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Supervise and coordinate the Public Works Department review of public and private development projects and related permitting activities; supervise and participate in the review and approval of complex civil engineering designs, plans, specifications, and cost

estimates; coordinate and review the work of consultants under contract for review of public and private development projects.

Schedule and assign work to assure completion of project review and issuance of permits in accordance with established timelines and budget limitations; direct section operations to assure efficiency and cost-effectiveness.

Provide a liaison function between the Public Works, Fire, and Community Development departments; attend joint senior level management meetings including Community Development managers' meetings and Permit Policy group meetings.

Coordinate communication and project work with other engineering sections, City departments, governmental and private agencies, consultants, architects, contractors, vendors. and the general public.

Interview, train, and hire employees; plan, assist, direct, and evaluate work in progress and upon completion; appraise performance; recommend promotion and disciplinary actions; address complaints; resolve problems; approve/schedule sick leave and vacation time; and recommend terminations as appropriate.

Supervise the preparation of and approve Public Works Department conditions of approval for short plats, long plats, rezones, conditional use permits, SEPA submittals, and other private development project proposals.

Supervise the review and approve engineering plans (street, storm drainage, sanitary sewer, water, environmental, etc.) for public and private development projects to assure compliance with applicable codes, ordinances, and regulations.

Supervise the review and approval of all short plat subdivision and long plat subdivision final plat mylars for accuracy and compliance with conditions of approval.

Manage the permit process for franchise utilities including power, gas, telecommunications, TV, sewer, and water, etc.

Supervise and coordinate the permit requirements of public and private development projects as mandated by county, state, and federal agency regulations.

Prepare and review agreements and covenants as required by the Public Works department conditions of approval for public and private development projects.

Compile and analyze statistical and technical information and data generated from the City's automated permit system; prepare reports concerning projects and related activities; direct the maintenance of comprehensive Public Works records and files related to private development projects.

Serve as the City and section representative at various meetings as required; participate on committees and deliver oral presentations as needed.

Prepare the section budget and submit required documentation and justifications; monitor expenditures and maintain related financial records.

Review and provide recommendations concerning local codes, regulations, policies, and ordinances related to civil engineering as directed.

Respond to questions and complaints from the public concerning assigned engineering functions; provide technical information related to codes, ordinances, regulations, policies, and projects.

Develop and manage consultant contracts for professional and technical services.

Attend and represent Public Works at Land Use and Planning Board meetings and workshops, pre-development, short plat, SEPA, property owner, Public Works committee meetings, City Council meetings, and other public meetings and hearings as required; answer technical questions related to Public Works requirements.

Maintain and make recommended revisions to the City of Kent development standards as contained in the City of Kent Public Works Department Construction Standards.

Become familiar with, follow, and actively support the vision, mission, values, and behavior statements of the department and the City.

Prepare an Annual Business Plan and Annual Work Plan as required by the Public Works Director for the major accomplishments and projects for each Budget Year relating to the strategic plan and goals of the City and Department.

Supervise the preparation and recording of various legal documents including, but not limited to, utility easements, dedication of additional right-of-way, covenants, releases, and environmental mitigation agreements.

Supervise the updating and maintenance of various maps and other department-wide documents used by the City and citizens.

Supervise the implementation and maintenance of Public Works document scanning, filing, and storage systems.

PERIPHERAL DUTIES:

Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

• Principles and practices of civil engineering as related to the preparation of plans and specifications of various Public Works projects

- Current trends, developments, and legislation pertinent to civil engineering
- Development review process and procedures
- Automated permit management/tracking systems
- Materials, techniques, and equipment applicable to the area of specialization
- Engineering regulations and standards
- Principles and practices of supervision, training, and performance evaluations
- Technical aspects of field of specialty
- Research methods
- Applicable laws, codes, regulations, policies, and procedures
- Oral and written communications
- Municipal government budget preparation and control

SKILLED IN:

- Effectively using interpersonal skills in a tactful, patient, and courteous manner
- Modern office equipment and procedures including, but not limited to, the use of a personal computer and applicable software
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Maintaining records and preparing reports
- Preparing and delivering oral presentations to diverse groups
- Effectively organizing and expressing ideas through use of oral and written communications
- Application of principles and practices of supervision and training
- Mentoring, training, and motivating others

ABILITY TO:

- Manage, supervise, and perform complex and technical engineering duties in the coordination and direction of Public Works civil engineering projects
- Prepare plans and specifications and review engineering project cost estimates
- Adapt approved engineering methods and standards to the design and construction of a variety of municipal Public Works projects
- Communicate effectively both orally and in writing
- Read, interpret, apply and explain codes, rules, regulations, policies, and procedures
- Manage, supervise, train, and evaluate personnel
- Establish and maintain cooperative and effective working relationships with others
- Analyze situations accurately and adopt an effective course of action
- Work from blueprints, shop drawings, and sketches
- Organize and schedule work to meet timelines
- Work independently with little direction
- Plan and organize work

EDUCATION AND EXPERIENCE REQUIRED:

Education: Bachelor's degree in Civil Engineering, or related field; and

Experience: Five (5) years of increasingly responsible civil engineering experience including a

minimum of three (3) years of management and supervisory experience.

Or:

In place of the above requirements, the incumbent may possess any combination of relevant education and experience which would demonstrate the individual's knowledge, skill, and ability to perform the essential duties and responsibilities listed above.

LICENSES AND OTHER REQUIREMENTS:

- State of Washington Professional Engineer (Civil) license required
- Valid Washington State driver's license, or the ability to obtain within thirty (30) days of employment
- Must successfully pass the city's pre-employment records check and maintain an excellent driving record

MACHINES, TOOLS, AND EQUIPMENT USED:

Typical business office machinery and equipment used include, but are not limited to, personal computer, telephone, fax and copy machine, calculator, and projectors.

The incumbent may also be required to operate a City vehicle.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle and feel; talk; and hear. The employee is frequently required to lift and or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel; and reach with hands and arms.

Specific vision abilities required by the job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

WORKING CONDITIONS:

Work is performed in an office environment and an outdoor field environment. The noise level in the work environment is normally moderate in the office and loud in the field. The incumbent may be exposed to individuals who are irate or hostile. The incumbent is subject to driving to various locations to inspect or review construction projects.

Position Description: Development Engineering Manager				Page 6 of 6	
SIGNATUR	ES:				
Incumbent's Signature		Date	Supervisor's Signature	Date	
Approval:					
Departmen	nt Director/Designee	Date	Employee Services Director	/Designee Date	
**Note:	This document will be reviewed and updated annually at the time of the employee's performance appraisal; when this position becomes vacant; or, if the duties of this position are changed significantly.				
Revised: 1,	/31/07				