

**CITY OF BURIEN, WASHINGTON**  
**JOB DESCRIPTION**

**Title:** Assistant Public Works Director  
**FLSA Status:** Exempt

**Dept.:** Public Works  
**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**

Under the direction of the Public Works Director, plans, organizes, and coordinates the work of the Engineering division; coordinates the Public Works portion of the development and updating of comprehensive plans including the City's Comprehensive Plan, the Six-Year TIP, and utility comprehensive plans; supervises assigned staff; and acts as Public Works Director in his/her absence.

**Essential Functions:**

- Supports and models the identified vision, values and behaviors of the organization.
- Oversees the delivery of local engineering services including development review, transportation, drainage, and project management.
- Provides technical expertise and responds to complex questions; resolve conflicts and interpret various codes and ordinances; develops and revises division procedures and other materials related to Division services and activities.
- Prepares clear and concise technical reports on various engineering projects
- Supervises, assigns work and evaluates performance of assigned personnel, assists in the selection of new employees, evaluates and disciplines employees according to city policies and procedures. Responsible for staff development.
- Provides oversight for assigned capital projects.
- Negotiates and manages franchise agreements with local utilities.
- Updates existing and establishes new street construction standards, codes, and regulations.
- Conducts and prepares traffic engineering and safety studies.
- Directs and conducts studies and makes recommendations concerning legislation, stormwater design, traffic design, construction and other conditions affecting the safety and convenience of the general public using the public rights-of-way within the City.
- Directs the preparation of plans, specifications and estimates for construction of roads, signal systems, signs, pavement markings and street lighting systems.
- Participates in the selection of consultants; negotiates and monitors contracts and services of outside firms to assure compliance with specifications, timelines, and City ordinances and policies.
- Prepares scopes of service, construction cost estimates, contract bid documents and evaluation criteria and arranges for the bidding and award of construction contracts.
- Provides professional engineering review of private development plans and specifications including short plats, subdivisions, commercial developments, and legal descriptions.
- Prepares and monitors division budget; participates in the forecast of funds needed for staffing, equipment, materials, supplies, monitors and approves expenditures; implements adjustments.
- Participates in setting direction, goals, objectives, and priorities for the department.

- Reviews and monitors proposed changes to federal, state, and local laws to determine their impact on public works policies and practices; prepares, coordinates, and implements responses and recommendations.
- Manages construction and service contracts in accordance with applicable city, state and federal requirements;
- Represents the City on a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence.
- Investigates and responds to citizen complaints relating to engineering activities; recommends modifications to projects as necessary.

### **Secondary Functions**

- Research, prepare and administer grants.
- Prepare plans, specifications and estimates for construction of stormwater facilities.
- Serves as acting Director in Public Works Director's absence.
- Performs related duties as assigned.

### **Job Scope**

Position involves frequent new and varied work situations with a high degree of complexity. The employee operates independently with minimal supervision, determines own practices and procedures, and contributes to the development of new concepts.

### **Supervisory Responsibility**

Work is performed under the general direction of the Public Works Director and requires a high degree of initiative, independent judgment, and professional expertise. Work is reviewed through periodic consultation with the director. This position exercises direct supervision over professional and technical staff.

### **Interpersonal Contacts**

The City Engineer interacts extensively with division personnel, consultants, contractors, county, state and federal agency representatives, the City Manager, appointed and elected officials, and the public.

### **Specific Job Skills**

Knowledge of:

- Advanced civil engineering principles and practices as applied to municipal public works projects.
- Modern methods and techniques used in the design, construction and inspection of public works projects.
- City, State, and Federal codes, ordinances, specifications, policies, procedures and standards.
- Cost analysis and budget preparation and administration.
- Comprehensive planning principles, practices, regulations, and techniques, including development and updating of the comprehensive plans.
- Organizational, fiscal, and supervisory practices and principles.
- MUTCD and AASHTO standards.

Ability to:

- Effectively plan, organize, assign and supervise work of division.
- Analyze and evaluate operations and implement corrective actions to resolve problems.

- Communicate effectively, both in writing and orally, including oral presentations.
- Establish and maintain cooperative and effective working relationships with public officials, City staff, community groups, regional organizations, and the general public.
- Plan, develop and maintain complex detailed projects and programs.
- Understand the City's political environment and sensitivities, and to function effectively within that environment.
- Effectively represent the City in situations which are potentially adversarial or stressful.
- Exercise individual initiative and discretion in work, including confidential matters.
- Define problems, collect data, establish facts, and draw valid conclusions.
- Accurately apply laws, codes, regulations, policies, and procedures.
- Design and evaluate public works projects to ensure objectives are met and codes are followed.
- Exercise flexibility.
- Manage multiple tasks with attention to detail.
- Interpret, apply and explain codes, rules, regulations, policies, and procedures to non-technical person.
- Recognize occupational hazards and utilize standard safety practices.
- Occasionally work irregular hours including evenings and weekends.

### **Mental Abilities**

Continuous decision making, interpersonal skills, teamwork, creativity, training/supervising, use of discretion, mentoring, independent judgment and/or action, and ability to read, write, speak, and understand English; frequent problem analysis and performance of basic math; occasional customer service; and rare presentations/teaching, negotiation, and performance of advanced math.

### **Physical Abilities**

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

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

Bachelors Degree in civil engineering or related field plus seven years progressively responsible experience in the public works field, including three years in a supervisory capacity OR a combination of education, training and experience which provides a background sufficient to perform the work of the position.

### **Special Requirements**

- Successful completion of pre-employment background check.
- Valid Washington State Driver's License with satisfactory driving record.
- Significant experience in local government public works and contract management.
- Professional Engineer License (PE) in the State of Washington or the ability to obtain within six months.

### **Job Conditions**

Work is performed in both an office and outdoor environment. Outdoor work areas may include, but are not limited to, construction sites, environmentally sensitive areas and in and around public and private property. Position involves travel to a variety of locations to perform site visit work and/or attend meetings. Employee must be able to occasionally work irregular hours, for evening meetings and during emergency situations.

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, and inclement weather conditions.

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