

TITLE: Civil Engineer

CITY OF RIDGEFIELD JOB DESCRIPTION

TITLE: Civil Engineer

DEPARTMENT: Public Works Department

REPORTS TO: Public Works Director/City Engineer

NATURE OF WORK/SUPERVISION

Works under the general supervision of the Public Works Director/City Engineer, who assigns projects and reviews work for conformance with departmental expectations. Performs general engineering work involved in the design, review and inspections of capital and development engineering and construction projects including transportation, parks, cemetery, stormwater, water and wastewater systems. Provides technical assistance to the Public Works Director/City Engineer and Community Development Department in coordinating and completing the City's development engineering review process, permitting, municipal code review, capital facilities planning, operations planning and other infrastructure related work. Responsible for construction inspections directly related to enforcement of permit conditions, construction codes, development regulations, and/or contract requirements. Assignments require working knowledge of construction methods and materials, and inspection techniques associated with the work. The individual is required to visit project sites, interact with owners, developers and contractors, explain technical requirements or discrepancies, and prepare field reports documenting inspection activities.

ESSENTIAL JOB FUNCTIONS

Performs, but is not limited to, the following duties:

- Perform engineering computations and prepare engineering plans and specifications for public works projects under the supervision of the Public Works Director/City Engineer, including computer aided design and drafting.
- Complete review of development applications, including technical information reports and civil engineering plans for conformance with City Engineering Standards and codes.
- Calculate construction project cost estimates for budgeting purposes and for projects designed by the Public Works Department.
- Conduct research on capital improvement and development project issues.
- Review of development and capital construction project submittals.
- Track, coordinate and respond to and resolve citizen concerns and complaints. Provides a high level of customer service while maintaining a positive image on behalf of the City of Ridgefield.
- Inspect methods and materials used by contractors to construct all types of public improvements; ensure conformity with plans and specifications and intended results for constructing such improvements.
- Provide continuous evaluation of construction progress to observe safety procedures and sound construction practices.
- Organize, prepare, and maintain accurate reports, records of inspection activities, and as build drawings; write letters regarding compliance on specific issues, and complete other written reports and records as needed.

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- Participate in coordination of infrastructure construction with other City departments.
- Assist in the planning, permitting and organization of Municipal Codes, standards and capital facilities planning for the City's utilities and other infrastructure.
- Assist in the organization, planning and review of those activities associated with the operations and maintenance of the City's infrastructure.
- Performs related duties as assigned.
- Valid Washington State driver's license with a driving record free from serious or frequent violations.
- Must be able to communicate, read, write and understand written instructions in English.
- Work within established guidelines, policies and procedures.
- Regular and punctual attendance per schedule is an essential function.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Technical engineering design principles, practices, and methods.
- Materials used in the construction trade, and inspection methods and techniques.
- Maps, deeds, plats, and plans.
- All stages of public works construction.
- Project administration, budgeting and scheduling.

Ability to:

- Apply and interpret Federal, State and City codes, standards and ordinances.
- Analyze problems, identify alternative solutions and implement recommendations to resolve problems in the office and the field.
- Read and interpret design drawings, site plans, topography and structural drawings with actual construction.
- Comprehend public works and engineering specifications, policies and procedures.
- Prepare and maintain accurate and concise records and files.
- Communicate effectively with other staff, developers, contractors, and the general public, both orally and in writing.
- Establish and maintain effective working relationships with other employees, contractors, and the general public.
- Maintain departmental filing and records systems and contribute to improving the systems.
- Learn innovative construction inspection and testing techniques and procedures.
- Adapt to changing conditions and meet work load demands.

WORKING CONDITIONS

Work is performed both indoors and outdoors. Field inspection work can expose the employee to inclement weather and safety hazards such as falling objects, heavy equipment, power tools, noise and vibration, dust and dirt, fumes and odors, uneven or rough terrain and requires climbing, bending, stooping, kneeling and crawling.

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MINIMUM QUALIFICATIONS

Following are minimum qualifications:

- Bachelor of Science in Civil Engineering from an accredited college or university; Professional Engineering License in the State of Washington preferred.
- Minimum four (4) years experience of increasingly responsible civil engineering experience with a good understanding of construction administration and inspection.
- Working knowledge of AutoCAD, Microsoft Word, Excel and Outlook.
- Required to obtain and maintain a Flagging and Traffic Control Card and Industrial First Aid/CPR Card within six (6) months of employment.
- Ability to work honestly and openly with subordinates and superiors.
- Ability to communicate respectfully and tactfully with customers (internal and external).
- Able to express himself/herself accurately orally and in writing to be understood by all those mentioned in this job description.