

# CITY OF UNION GAP

Public Works Department

**Job Title:** Engineer/Planner  
**Department/Division:** Public Works & Community Development  
**Reports to:** Public Works & Community Development Director  
**FLSA Status:** Exempt  
**Revision Date:** March, 2017

## **NATURE OF WORK/SUPERVISION**

Works under the general supervision and direction of the Director of Public Works & Community Development, who assigns projects and reviews work for conformance and departmental expectations. Performs general engineering work involved in the design, review and inspections of capital and development engineering and construction projects including roads, parks stormwater, water and wastewater systems. Provides technical assistance to the Public Works Director in coordinating and completing the City's development engineering review process, permitting municipal code review, capital facilities planning, community planning, and other infrastructure and community related work. 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 inspections activities.

Planning responsibilities includes professional level urban planning work. As such, the work involves activities in support of major planning projects and policy development. This work requires the application of well-developed written and analytical skills in urban design, land use, code enforcement, and other subjects related to planning. Issues associated with this position require direct contact with the citizens, elected officials. Incumbents must be able to communicate policy in a persuasive, informative and diplomatic manner. Work is performed under deadlines and requires attendance at public meetings, and hearings, many of which are held in evening hours. This position performs standard planning and community development duties based on professional standards and established policies, guidelines and procedures. The employee who servers in this position consults with the Director on highly complex or sensitive issues.

Strong interpersonal and communication skills and personal ethics are essential. This position requires a high degree of independent judgment, initiative and discretion.

## **ESSENTIAL JOB FUNCTIONS:**

*Performs, but 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, 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 & Community Development Department.
- Conduct research on capital improvement and development project issues.
- Review of development and capital construction project submittals.
- Provides a high level of service while maintaining a positive image on behalf of the City of Union Gap.
- Plans and coordinates the preparation of plans, specifications, estimates, bid procedures and inspections for a variety of city construction projects, including streets, storm drainage systems, various utilities, parks, and other improvement projects.
- 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 in inspection activities, and as build drawings; write letters regarding compliance on specific issues, and complete other written reports as needed.
- Performs and manages complex and sensitive professional planning projects, research and analysis.
- Meets with the Planning Commission monthly and keeps them informed of developments, short and long-range planning.
- Monitors and ensures compliance with local, state and federal laws.
- Reports planning and building related matters to the Planning Commission and Director of Public Works & Community Development.
- Reviews land use applications and site plans for compliance with local and state regulations and plans. Leads and coordinates assigned land use applications through review and adoption stages, developing and preparing additional related data as required
- Coordinates processing of land use applications and preparation of planning studies and reports with other City sections and local agencies, as required
- Prepares planning reports including recommendations and supporting data for approval and submission to the City Council, Planning Commission, and the Hearing Examiner.
- Serves as liaison and performs all necessary functions in support of Planning Commission
- Assists in providing estimates and forecasts for long-range planning.
- Coordinates with outside engineering consultants.
- Develops and maintains standard plans, specifications and design details.
- Performs other duties as assigned.

**REQUIRED KNOWLEDGE & ABILITIES:**

- Thorough knowledge of civil engineering principles, practices and methods as applicable to a municipal setting.
- Knowledge of city organization, operations, policies and objectives.
- Ability to provide cost estimates on complex projects.
- Knowledge of modern office procedures and skills in the operation of personal computer, including word processing, e-mail, and permitting software.
- Ability to establish and maintain a variety of record and filing systems.

- Ability to communicate effectively orally and in writing.
- Work independently and effectively handles multiple and conflicting tasks simultaneously.
- Ability to work under stressful conditions with frequent interruptions.
- Ability to read and interpret the City's Municipal Code.
- Must be on time to work daily and at the direction of the Public Works Director.

The above list of essential functions is not exhaustive and may be supplemented as necessary.

**MINIMUM QUALIFICATION REQUIREMENTS:**

A degree from an accredited four-year college or university with a minimum B.S. degree in Civil Engineering or closely related field is required. Must be a licensed civil engineer in the state of Washington or have ability to obtain license within 9 months of employment. Have experience in short and long range planning. A minimum of three (3) years of professional experience or any combination of education and experience, which provides the required knowledge, skills and abilities to competently perform this job, are mandatory. Specific experience within a municipal environment in Washington State is desired. Possession of a valid driver's license at the time of appointment, and a driving record acceptable to the city are required.

**REASONING ABILITY:**

The person in this position is expected to exercise a high degree of sound independent judgment and be able to work within established guidelines with little or no direct supervision. Must have ability to explain standards and represent the city's policies in an effective manner. Must have ability to read and interpret plans and specifications and ability to draw on standard knowledge and experience in assisting with project design.

**WORKING CONDITIONS and PHYSICAL ABILITIES:**

Work is performed mostly in an office setting with prolonged sitting and fine manipulation skills required for computer use. Planning Commission meetings are held in the evening hours once or twice a month as needed. Some work may require outdoors and require combinations of standing and walking, with occasional lifting of 10-20 lbs. The environment can sometimes be stressful in meeting the competing demands and public needs that regularly arise. The noise level in the work environment is usually moderately noisy. The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this position and are not intended to be all inclusive. Must have an ability to hear and speak clearly both in person and on the telephone.

*The City of Union Gap is an EEO employer and works in a drug-free environment.*

By signing below, you agree that you can perform the duties outlined in the job description.

\_\_\_\_\_  
Employee Signature

Date:

\_\_\_\_\_  
Arlene Fisher, City Manager

Date: