

CITY OF BONNEY LAKE
POSITION DESCRIPTION

Class Title:	Development Review Engineer	Grade Number:	18
Department:	Public Services	FLSA Status:	Exempt
Division:	Public Works/Infrastructure Development Team	Union:	N/A
Date:	May 13, 2016	Location:	Justice & Municipal Center

GENERAL PURPOSE

Performs a variety administrative, technical, engineering, and supervisory, work in the review and inspection of land development proposals in the City.

SUPERVISION RECEIVED

Works under the direction of the City Engineer.

SUPERVISION EXERCISED

Exercises general supervision over assigned staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

GENERAL

Reviews and approves complex civil engineering construction and private development engineering plans and documents for conformance to City design and construction standards, codes and ordinances; performs overall supervision and review of detailed and complex engineering calculations, plans, specifications, and required submittals for private development projects, such as street, water distribution, sewer collection, and storm drainage system.

Evaluates design of erosion control, storm drainage, streets, sidewalk and other infrastructure needed for development.

Manages and supervises development review and construction inspection operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, coaches and evaluates assigned staff; reviews progress and directs changes as needed.

May perform general civil engineering work for capital improvement projects depending on development workloads and trends, including the design of small scale municipal projects. Provides complex technical, administrative, and other support to the Public Services Director and City Engineer as needed.

Conducts inspections of work-in-progress and ensures projects are completed in compliance with applicable codes, regulations and standards.

Responds to questions and inquiries from the public and other agencies regarding street and drainage issues, public works standards and permits. Recommends changes to City Engineer in reference to the public works standards as they apply to private development.

Evaluates storm, road, drainage, and other utilities as well as general site work for private construction projects and work performed in City right-of-way for compliance with applicable City codes, ordinances and regulations; reviews and/or prepares street and sewer construction cost estimates.

Coordinates with the Engineering Division on permit applications for work within City rights-of-way as they apply to development proposals.

Calculates traffic impact and land use fees and administers the traffic impact fee system of the City.

Conducts pre-application and pre-construction conferences and explains permit conditions and requirements.

Plans, directs, coordinates and reviews the work plan for staff; assigns work activities, projects and programs; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.

Develops agendas, organizes meetings, prepares staff reports, communicates official plans, policies and procedures to staff and the general public; makes private and public presentations to supervisors, boards, commissions, civic groups and the general public.

Coordinates assigned engineering projects with outside contractors, government agencies and organizations and the public, and provides assistance to internal City staff.

Meets with citizens, developers, contractors, other agencies, and City departments. Responds to questions and complaints from the public concerning drainage, private construction, and other related issues.

PERIPHERAL DUTIES

May be assigned to CIP projects as manager/inspector if timing and workload allows.

Attends and participates in professional group meetings.

Serves on various employee or other committees as assigned.

Provides backup construction inspection work as needed.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- A. Graduation from an accredited college or university with a four year degree in civil engineering, construction management, or a related field.
- B. Eight (8) years of increasingly responsible civil engineering work, with four (4) years development services related experience, preferable in a municipal setting; or
- C. Any equivalent combination of education and experience.

Necessary knowledge, Skills and Abilities:

- A. Thorough knowledge of principle and practices of civil engineering; knowledge of principles and practices of project management, methods and techniques used in

engineering plan review; knowledge of standard specification compliance methods, the development community and contractor construction methods; knowledge of federal, state, and local codes, laws and regulations; knowledge of supervision, training, and performance management; working knowledge of the principles and practices of land development; considerable knowledge of infrastructure inspection principles and practices.

- B. Skill in operation and of the listed tools and equipment; and
- C. Ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with employees, elected officials, other departments and the public; ability to understand and review development and construction plans; ability to prioritize workloads to meet deadlines; ability to communicate effectively orally and in writing with architects, contractors, developers, owners, supervisors, employees, and the general public; ability to translate technical data into policy issues and plans; ability to identify and respond to community issues, concerns, and needs, ability to interpret and explain complex legal and administrative information to people lacking technical knowledge; ability to analyze problems, identify solutions, and project consequences; ability to provide customer service and sensitivity to the public process.
- D. A key value of the City is customer service. This position requires considerable knowledge, ability and skill in the principles and practices of excellent customer service as practiced in both the private and public sectors. It requires the ability to effectively meet and deal with internal customers and the public; the ability to handle stressful situations; the ability to greet and respond to customers in a friendly, pleasant and professional manner using appropriate inflection, grammar and syntax; the ability to establish and maintain effective working relationships with employees, supervisors, and the general public; the ability to maintain a professional, courteous, and pleasant demeanor in difficult and stressful situations; and the ability to diplomatically deal with difficult people. A willingness to expend extra effort to help the public find answers or information relative to their inquiry or complaint is expected.

SPECIAL REQUIREMENTS

Must possess a valid State driver's license or have the ability to obtain one prior to employment and a driving record acceptable to the City's insurance; registration as a Professional Engineer (PE) by the state of Washington is required; must be physically capable of moving about on construction work sites and under adverse field conditions.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, and database and computer-aided-design software; GIS/ARCVIEW, standard drafting tools; surveying equipment including level, theodolite and electronic distance measuring devices; motor vehicle; phone; mobile radio; and other office related equipment such as a copy and fax machine.

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.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate drafting instruments, computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing 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 performs in both field and office settings. The employee may be required to walk rough terrain and climb inclines at work sites. May also be exposed to conditions and hazards associated with construction sites and potentially hazardous materials and equipment, fumes or vapors.

The noise level in the work environment is usually moderately quiet and may range to loud when in the field.

CORE VALUES OF THE CITY OF BONNEY LAKE

We are a team of dedicated professionals who respect our community and one another. We serve the public need with integrity, and will be held accountable for our actions. We choose to be united in our service to each other and our citizens. Below are a list of six core values that we encourage all our employees to embrace.

Professionalism – Being ambassadors of the City by providing expert service delivery.

Service – Giving helpful assistance or advice to our customers.

Accountability - Performing the duties of my position in a responsible way.

Respect – Fairly considering the rights, opinions and ideas of others.

Integrity – Acting in harmony with the laws and values of the City.

Teamwork – Working together to best serve the community.

It is our intention that the qualified applicant will embrace these values as well.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview, reference and background check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.