

CITY OF ANACORTES

Job Description

August 2002

JOB TITLE: Assistant City Engineer/ Manager of Special Projects

DEPARTMENT: Public Works

REPORTS TO: Public Works Director/City Engineer. One of three Assistant City Engineer positions reporting to the PW Director/City Engineer.

GENERAL PURPOSE OF JOB: To contribute to the successful operation, maintenance and constant improvement of a robust infrastructure for the City of Anacortes and its regional water system. This position is entrusted to champion customer service, technical vitality and fiscal stewardship and responsiveness within the Public Works Department. Applies intensive and diversified knowledge of engineering principles and practices in broad areas assignments and related fields.

LEVEL OF AUTHORITY: Manages responsibilities independently with only general direction, ensuring that applicable City ordinances, governing laws and generally accepted procedures and practices are followed.

DETAILED PURPOSE OF JOB: As a Division Head in the Public Works Department manages and leads a staff of 1-3 engineers and technicians in the Special Projects Team. The team performs Construction Project Planning, Analysis, Design, Construction Management, Cost Estimating, and Contract Administration. Work will normally consist of management of large capital improvements to the city's water an/or wastewater systems. Manages a wide range of public works projects including consultant or in-house design, preparation of construction contracts, budgets, and schedules. Projects will involve full spectrum of municipal infrastructure including the alteration, repair, and new construction of streets, water and wastewater treatment facilities, water transmission, storage, and distribution systems, wastewater collection and pumping systems, and storm water detention, drainage and conveyance systems, and city parks and buildings. Provides liaison to other public agencies, engineering consultants, public utilities and developers on major public improvement projects. Assists in the preparation of annual engineering and capital improvement budgets.

WORK ENVIRONMENT: Work is performed both in the field and in a fast-paced office setting with frequent interruptions from customer phone calls, City staff, company representatives and citizens. Work is also performed at construction sites in the community, outdoors in all kinds of weather conditions and with the usual hazards associated with construction sites. May be exposed to raw sewage, toxic or unpleasant gasses, heights, chemicals, and unsanitary or slippery conditions.

ESSENTIAL JOB FUNCTIONS:

Capital Projects Management

1. Manages Capital Improvement Projects. Responsible for the delivery of projects on time, on budget, and meeting the needs of the customer. Actively manages multiple projects from initial concept through close out, including feasibility study, permitting, programming, construction, and closeout.

2. Prepares, negotiates, and administers contracts with consulting engineers for capital improvement project feasibility and design.
3. Coordinates and directs outside engineering consultants and firms on assigned projects and studies.
4. Reviews plans and specifications prepared by consulting engineers.

Construction Management:

1. Plans, directs, organizes, and controls construction projects including project budgets and timelines. Assesses risk associated with each project and develops an appropriate acquisition plan for each project.
2. Ensures that pre-bid and pre-construction conferences are held to outline principal construction features.
3. Analyzes bids and proposals for construction and provide recommendations.
4. Participates in award of contracts and prepares letters awarding contracts to successful bidders.
5. Oversees inspection to determine progress of construction as scheduled and performance of work according to plans and specifications.
6. Reviews and makes recommendations for progress payments for contractors and consultants.
7. Manages change order requests.
8. Resolves problems of contractual compliance.
9. Coordinates construction activities with operations staff to ensure ongoing facility operation.
10. Monitors project costs and provides recommendations regarding budget adequacy.
11. Responsible for development and active execution of a pro-active construction contracting system including policies and procedures to ensure a uniform and successful outcome for each project.

ADDITIONAL JOB FUNCTIONS:

1. Provides interdepartmental engineering support as required.
2. Develops a "Center of Excellence" for water and wastewater engineering.
3. Attends public meetings on occasion, prepare reports and answers questions of public and Council.
4. Utilizes computerized data processing equipment for modern and cost-effective performance of assigned duties.
5. Assists in the preparation of divisional budget and prepares periodic special reports.
6. Assists in preparing the City's Six Year Capital Facilities Program and annual construction program.
7. Performs related tasks as required.
8. As part of professional development and job enhancement, may periodically rotate into one of the other two Assistant City Engineer positions (Assistant City Engineer for Special Projects, or Assistant City Engineer for Engineering Services).

QUALIFICATIONS AND CAPABILITIES:

1. Bachelor of Science degree in civil engineering or equivalent OR 10 years experience in lieu of education requirements. Applicants with a combination of

- education and experience that provides the required knowledge, skills and abilities will be considered. Registration as a Professional Engineer preferred.
2. Must have thorough knowledge of: civil engineering principles and practices; public works infrastructure design, construction and materials and techniques; developments and computer applications in the utility field; organization and project management principles.
 3. Must possess excellent customer service skills and the ability to act as an ambassador to the community.
 4. Must be able to manage and lead a diverse work team toward the accomplishment of common goals in a highly collaborative, yet stressful environment.
 5. Must work collaboratively with all other PW Division heads and City staff.
 6. Must be an excellent communicator. Both orally and in writing.
 7. Requires ability to proactively administer projects from concept to closeout; to do research and prepare clear and concise technical reports; work effectively with property owners, contractors, consultants, staff, and the general public.
 8. Highly motivated and able to work independently, yet remain a member of a team.
 9. Organized, efficient, creative and capable of implementing multiple tasks simultaneously.
 10. Knowledgeable of project planning, design management, cost estimating, bid specifications, competitive bidding, contract management and construction supervision.
 11. Skilled in analyzing a situation, assessing alternative solutions and recommending an effective course of action.
 12. Experienced in accurately estimating and controlling construction costs and project schedules.
 13. Familiar with applicable laws, codes and permit requirements that govern construction projects.
 14. Proficient use of computer programs including Microsoft products (Word, Excel, Outlook, Access), AutoCAD and other applications.
 15. Must have or be able to obtain a valid WA State driver's license.

PHYSICAL:

1. Ability to sit at a workstation for extended periods.
2. Ability to stand, work, and drive throughout the day.
3. Occasional ability to lift, carry and put away parcels weighing up to 35 pounds.

OTHER:

1. As an absolute condition of employment, employees are required upon hire to sign a drug-free workplace agreement and an agreement not to use tobacco products of any kind while on the job.
2. The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences of relief, to equalize peak work periods or otherwise to balance the workload.

3. Following an offer of employment, and prior to starting work, individuals may be required to have a pre-employment physical examination by a physician designated by the City of Anacortes. The City will pay for the examination. Satisfactory clearance to perform essential job functions will be required of employment.

Are you able to perform the essential functions of this job with or without accommodation?

Yes ___ No ___

If testing is required, will accommodation be necessary?

Yes ___ No ___

Signature

Date