

City of
EDMONDS
Washington

ENGINEERING PROGRAM MANAGER

Department:	Public Works - Engineering	Pay Grade:	NR-10
Bargaining Unit:	Non Represented	FLSA Status:	Exempt
Revised Date:	November 2012	Reports To:	City Engineer

POSITION PURPOSE: Under administrative direction, manages private development and inspection responsibilities for the Engineering Division; provides guidance, training, and oversight for other staff technicians; serves as liaison between City staff, the general public, engineering consultants and other land development professionals to provide information regarding City codes and standards and permit requirements; reviews processes and inspection requirements; performs field inspections on private development projects to ensure code and permit compliance; reviews and recommends updates City codes, standards, policies and procedures as needed and to provide efficiency in the development process.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Determines Engineering Division requirements for single-family and multi-family residential projects, commercial developments and subdivisions as part of the approval process for various land development, engineering and building permits.
- Reviews designs for streets and utilities to be installed for code compliance.
- Verifies accuracy of legal descriptions and maps and calculates permit fees including performance bond amounts and inspection fees; coordinates review with other divisions.
- Serves as liaison between City staff, the general public, engineering consultants and other land development professionals to provide information regarding City codes and standards, permit requirements, review processes and inspection requirements.
- Communicates with internal and external contacts regarding project management and coordination and general inquiries over the phone, by email or in person, through front counter services, pre-application meetings and/or pre-construction meetings.
- Provides information and technical expertise to Engineering Technicians on City codes and standards, development review and inspection requirements and responsibilities and public relations.
- Manages private development review and inspection responsibilities for the Division.
- Coordinates and maintains review processes for land development proposals and ensures compliance with City codes.
- Prepares and maintains a variety of records and reviews related to assigned activities.
- Reviews and recommends updates to City codes, standards, policies and procedures as needed. Performs field inspections on private development projects to ensure code and permit compliance.
- Inspects utility installations, roadway, driveway and sidewalk construction, and other civil engineering improvements.
- Performs field measurements, creates asbuilts and maintains permit records and City utility mapping system.
- Attends hearings on subdivisions, land developments, appeals and presents project requirements.

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Engineering Program Manager

- Provides information to the public regarding permits and related engineering questions and prepares and presents materials for City Council, Hearing Examiner, Planning Board, Architectural Design Board and court and public meetings.
- Fulfills requests for public records.
- Reviews and approves traffic control plans, right-of-way construction, street use, encroachment and special permits.
- Performs website design and maintenance for the Public Works Department and prepares and maintains a variety of files, records and reports related to assigned activities.

Required Knowledge of:

- Civil engineering principles, practices and standards.
- City standards, codes, and regulations, including the Edmonds Community Development Code and state and federal laws related to assigned activities.
- Review, inspection and approval processes and procedures related to subdivisions and commercial, multi-family and single family private developments.
- Washington State Department of Transportation (WSDOT) and American Public Works Association (APWA) specifications and procedures.
- Construction methods, materials, processes and procedures.
- Field inspection practices, including surveying and material testing.
- Modern engineering methods and techniques of construction and management of engineering projects.
- Property owners' rights and privileges.
- Health and safety regulations.
- Technical aspects of field of specialty.
- Interpersonal skills using tact, patience and courtesy.
- Structure, organization and interrelationships of city departments, agencies, and related governmental agencies and offices affecting assigned functions.
- Effective oral and written communication principles and practices to include public relations and public speaking.
- Project management techniques and principles.
- Research methods and report preparation and presentation.
- Modern office procedures, methods, and equipment including computers and computer applications such as: word processing, spreadsheets, and statistical databases.
- English usage, spelling, grammar and punctuation.
- Principles of business letter writing.
- Oversight and technical review and advice, and lead work principles, methods and techniques.

Required Skill in:

- Planning, designing, directing, coordinating and implementing construction of public facilities primarily related to streets and utilities.
- Providing project oversight for the development, bidding and construction management of City projects.
- Perform engineering and land survey calculations.
- Reading, interpreting and understanding specifications, drawings and field surveys.
- Reviewing and editing project plans and specifications.
- Planning workload and prioritizing and scheduling work.
- Representing the City effectively at public meetings and work with the public.
- Interpreting, applying and explaining rules, regulations, policies and procedures.

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Engineering Program Manager

- Utilizing personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
- Applying project management techniques and principles.
- Directing the maintenance of a variety of reports and files; and preparing, maintaining and reviewing narrative and statistical reports.
- Determining or assisting with project budgets, resources and timelines to complete projects from conceptualization to finish.
- Communicating effectively verbally and in writing, including public relations and public speaking.
- Oversight, training and technical review of other's tasks.

MINIMUM QUALIFICATIONS:

Education and Experience:

Associates Degree in Civil Engineering, Construction Management, Engineering Technology or related field or the equivalent of two years of college-level coursework in the above fields and five years of municipal engineering experience including review, inspection and approval of subdivisions and commercial, multi-family and single family private developments; OR an equivalent combination of education, training and experience.

Required Licenses or Certifications:

Valid State of Washington Driver's License.

Must be able to successfully complete and pass a background check.

WORKING CONDITIONS:

Environment:

- Indoor and outdoor work environment.
- Driving a vehicle to conduct work.

Physical Abilities:

- Hearing, speaking or otherwise communicating to exchange information in person or on the telephone.
- Operating a computer keyboard and drafting materials.
- Reading and understand a variety of materials.
- Sitting, standing or otherwise remaining in a stationary position for extended periods of time.
- Ascending/descending from ladders and working from heights or depths.
- Bending at the waist, kneeling or crouching reaching above shoulders and horizontally or otherwise positioning oneself to accomplish tasks.
- Lifting/carrying or otherwise moving or transporting moderately heavy objects up to 40 lbs.
- Ability to wear appropriate personal protective equipment based on required City Policy.

Hazards:

- Contact with dissatisfied or potentially abusive members of the public.
- Occasional exposure to dangerous machinery.
- Occasional extreme weather conditions.
- Potential physical harm and hazardous chemicals when working in the field, conducting inspections and working around construction equipment and worksites.

JOB DESCRIPTION

Engineering Program Manager

Incumbent Signature: _____

Date: _____

Department Head: _____

Date: _____