

Project Engineer



3609 Market Place W. Suite 200
University Place, WA 98466
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DEPARTMENT: Engineering Services
REPORTS TO: Director of Engineering and Capital Projects
SALARY RATE: \$6,153 - \$8,796
CLOSING DATE: Open until filled with first review on Friday, May 31.

GENERAL FUNCTIONS:

Reviews engineering plans and documents. Coordinates with contractors, developers and residents, performs field inspections, and provides technical assistance.

Because of the small size of the City staff, each staff member is expected to perform a wide range of office and field duties as may be required from time to time. This position is FLSA exempt.

SUPERVISION:

This position works under the general direction and supervision of the Director of Engineering and Capital Projects. The position requires a high degree of independent judgment, initiative and discretion.

ESSENTIAL JOB FUNCTIONS:

1. Reviews engineering plans, specifications, estimates and other engineering documents for permitting activity to determine compliance with codes.
2. Inspects work sites to ensure construction is proceeding in accordance with approved plans, standards and permit conditions.
3. Provides citizens, developers, staff and others with technical assistance on various codes and related regulations, plans, and policies.
4. Ensures that structures, utility lines, roadways, material use or storage, site characteristics, and construction methods follow applicable standards and regulations.
5. Utilizes the City's permit management system for documenting permit actions.
6. Provides assistance on City capital projects including plan review, inspections, and project management.
7. Investigates and prepares recommended solutions to various public works problems.
8. Conducts traffic studies and analyzes traffic and roadway data.
9. Keeps notes and diaries, draws sketches, and takes photographs to record site conditions, field activities, and violations.
10. Coordinates activities with developers, City departments, and state regulatory authorities.
11. Responds to citizen requests and inquiries.
12. Attends various meetings with citizens, developers, contractors, consultants, City departments, and outside agencies.
13. Calculates fees, conducts pre-construction conferences and explains permit conditions to applicants as required.
14. Maintains overall responsibility to ensure that permitted development activities are performed in compliance with approved plans and other applicable codes.
15. Responds with little or no notice to City emergencies and disasters and will likely work long and/or irregular hours during emergencies and disasters.
16. Performs other duties as assigned.

NECESSARY KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge:

1. Proper usage of English, spelling, grammar, and punctuation.
2. Modern office methods, procedures and practices, business letter writing.
3. City government functions, policies, rules and regulations.
4. Advanced mathematics including algebra and trigonometry.
5. Practices, procedures, and methods of civil engineering design and practice.
6. Standard specification compliance methods, development, and contractor construction methods.
7. Federal, State, and local regulations and standards and of City and department policies and procedures.
8. Preparing and maintaining records and files, including project/program records.

Ability to:

1. Interact with the public and internal staff in an effective, customer friendly manner and establish and maintain effective working relationships with City staff and other organizations.
2. Communicate effectively, both orally and in writing.
3. Foster collaborative group process and efficiently use resources.
4. Work independently and make appropriate decisions regarding work methods and priorities, while demonstrating a strong sense of personal ethics and professional judgment and discretion.
5. Research and analyze complex problems and develop, recommend, and implement sound solutions.
6. Maintain complete and accurate records.
7. Meet schedules and legal time lines.
8. Remain current on trends related to engineering and development services.
9. Show ability to quickly adjust priorities as new issues and/or assignments arise.
10. Show initiative in performing job functions.
11. Maintain confidential data and information.
12. Assist others in complying with standards and/or permit conditions.

MINIMUM QUALIFICATIONS:

Graduation from a four-year college or university with major course work in civil engineering or comparable field. Three years of experience in the field of civil engineering (municipal experience is preferred), or any equivalent combination of education and/or experience. At a minimum, the applicant must have an E.I.T. certification; registration in Washington State a professional civil engineer, (P.E) is preferred.

TOOLS AND EQUIPMENT USED:

Personal computer, including word processing and database software, multi-line phone system, cell phone, calculator, copy and fax machine, and recording equipment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

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 both out in the field (with exposure to a variety of weather changes) and in an office. Hand-eye coordination is necessary to operate various pieces of office and field equipment. Position requires the ability to transport oneself to a variety of locations, primarily in and around Pierce County.

The employee must occasionally lift and/or move up to fifty (50) pounds. While performing the duties of this job the employee is required to stand, walk, use hands/fingers, operate objects, tools or controls. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

The physical demands of this position require the ability to be physically dexterous. Physical requirements may include the following: walking, climbing, bending, kneeling, reaching, lifting, pushing/pulling, and any other physical motion of the body. The employee may be required to walk rough terrain and climb inclines at work sites.

SPECIAL REQUIREMENTS:

Possession of, or ability to obtain, a valid Washington State Driver's license. Proper documentation to fulfill the requirements of the Immigration and Nationality Act within three (3) days of employment is a condition of employment with the City of University Place.

TO APPLY:

City Application, cover letter, and resume are required. An application form may be obtained from the main reception desk or from the City's website at www.CityofUP.com.

Submit completed application packet to:

City of University Place

Attn.: Human Resources

3609 Market Place West, Suite 200

University Place, WA 98466-4488

Or email

LPetorak@CityofUP.com

The City of University Place is an equal opportunity employer.
