



The City of Liberty Lake, Washington
City Engineer
Updated: February 2, 2024

VISION: TOGETHER, we make a welcoming and flourishing community, united by the pursuit of enriching the quality of life for every resident, planning growth that respects our natural environment, and promoting a vibrant economy.

STRATEGIC PRIORITIES: Quality of Life & Connectedness; Public Safety & Well-being; Economic Vitality & Opportunity; Planned Growth & Infrastructure; and Public Service Excellence

JOB TITLE: City Engineer

STATUS: Exempt (FLSA); Salaried & Ineligible for Overtime

DIRECT REPORTS: None

REPORTS TO: Director of Planning & Engineering

DEPARTMENT: Planning, Engineering & Building Services

ROLE SUMMARY: The City Engineer manages consultants and contractors in the designing and construction of City infrastructure and parks projects; provides technical support and assistance in the planning, development, review, estimating, bidding, and award of various professional service and construction projects; assists in the development and implementation of civil engineering plans, permits, standards and specifications; and, generates computer-aided design drawings for capital projects, including data entry, revision and correction of existing drawings, maps and records, as needed.

The following description outlines the role and its alignment with the City of Liberty Lake's Mission, Vision and Values.

These lists contain the essential job duties, functions and expectations. However, these are not necessarily all-inclusive. Employees may be required to perform other duties as assigned:

COMPETENCIES:

- ❖ Professional / Inter-Personal Communications: Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- ❖ English Language: Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- ❖ Clerical: Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.

RESPONSIBILITIES & DUTIES:

(Note: The duties listed below 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.)

- A. Manage planning, design and construction projects to a defined schedule and budget.
- B. Manage consultants and contractors in the design and construction of City infrastructure and Parks projects.
- C. Prepare engineering designs and bid documents for City projects; reviews and evaluates, proposed projects; prepares reports and recommendation to superiors.
- D. Plan, direct, and coordinate the inspection of City and developers' construction projects to ensure compliance with approved engineering plans, as well as City Code, standards and specifications.
- E. Evaluate infrastructure conditions and assists in prioritizing capital projects and identifying long term transportation needs.
- F. Make special studies and reports on a variety of subjects and activities as a basis for recommendations to Director of Planning and Engineering, City Administrator, the Mayor, and City Council.

- G. Assist in preparation and administration of grants associated with capital improvements and infrastructure
- H. Draft codes and regulations related to engineering and public street standards, subdivision construction standards, frontage improvements, right-of-way permits, and street lighting improvements.
- I. Decide on civil plan review procedures and interprets the application of street standards, design and engineering specifications; checks plan and specifications for accuracy of design and completeness. Interprets and applies relevant codes, policies, rules, and regulations.
- J. Maintain liaison with appropriate local, County, State, and Federal agencies regarding joint projects.
- K. Provide technical assistance to other staff, and assists in planning, engineering, and design work in support of streets and parks projects, land use, and building plan reviews.
- L. Monitor and interacts in inter-governmental actions affecting the City of Liberty Lake, as may be requested by the Director of Planning & Engineering or the City Administrator.
- M. Assist in the development and implementation of development and construction standards, street standards, capital and project planning, code enforcement, building site and subdivision development, environmental reviews, and development of program policies, goals and objectives.
- N. Ensure conformance to City plans and regulations through code enforcements strategies.
- O. Provide technical support to City staff and supervises consultants in preparation of projects plans, agreement, specification, cost estimates, and contract administration for capital projects.
- P. The City Engineer assists in project planning and cost estimation for the City's Capital Improvement Plan.
- Q. The City Engineer is expected to perform all duties and responsibilities as described, in a professional and appropriate manner that is reflective of the Mission, Vision and Values of The City of Liberty Lake. In addition to these expectations, other duties and responsibilities may be assigned to the City Engineer.
- R. The City Engineer. does not have responsibility for:
 - a. Operating Department Budget Planning.

MINIMUM QUALIFICATIONS:

[Note: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, certification, licensing experience, knowledge, skill and/or ability required. A combination or accumulation of applicable work-related experience and/or education may be recognized as sufficiently meeting the pre-requisites outlined below.]

Required Experience:

- A minimum of five (5) years of increasingly responsible professional management experience civil engineering or public works administration.
- Experience in traffic/transportation, construction management, grant writing and administration for public works projects, and/or land development is desirable.

Required Credentials:

- ❖ Licensure as a Professional Engineer (P.E.) is required.
- ❖ A four (4) year college or university degree (accredited program), preferably in civil engineering or related field.

- ❖ Must have or be able to obtain a valid State Driver's License.
- ❖ Must pass a background and driving records checks.

Required Expertise & Skills:

- Specific knowledge and experience in the field of Civil Engineering sufficient to demonstrate the ability to perform the essential functions of the position.
- Ability to absorb and analyze complex technical information rapidly, draw logical conclusions and make rapid decisions of major scope with full awareness of technical, legal, and financial consequences.
- Ability to plan, organize, and delegate responsibility, supervise, and review the work of others in a team environment, to secure efficient and appropriate results.
- Time Management: Ability to establish and meet rigid timelines.
- Municipal government experience making public presentation and representing the employer in technical, policy or other related forums.
- Ability to maintain good working relationships with outside agencies.
- Critical Thinking, Sound Professional Judgment and Decision Making: Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Excellent Communication Skills (Written & Verbal): Communicating effectively as appropriate for the needs of the audience.
- Delivers and models the highest level of external (and internal) customer service with all stakeholder interactions.
- Computers and Electronics: Intermediate working knowledge and skill operating technology/computer-based work programs/software commonly used within professional settings.
- Service Orientation: Actively looking for ways to help people.

MENTAL & OTHER SKILLS/ABILITIES: For an employee to succeed in this position they must have:

- Adaptability: ability to adapt to changes, delays or unexpected events in the work environment; ability to manage competing demands and prioritize tasks; ability to change approach or method to best fit the situation.
- Analytical Ability: ability to maintain focus for extended periods of time; ability to complete research projects with resourcefulness and persistence; ability to synthesize complex or diverse information; ability to use intuition and experience to complement existing data.
- Attendance: ability to consistently arrive and be able to work as scheduled.
- Computer/Technical Ability: working knowledge of:
 - Word Processing software
 - Spreadsheet software
 - Accounting software
 - Internet software
 - Design Software
 - Imaging software (e.g. adobe acrobat or blue beam)

- Dependability: ability to follow instructions, both in written and verbal format; ability to respond to management direction; ability to complete tasks on time or notify the appropriate person with an alternate plan when necessary.
- Interpersonal Skills: ability to maintain satisfactory relationships with others, excellent customer service skills and a good overall understanding of appropriate human relations. Awareness of and sensitivity to the service population's culture and socioeconomic characteristics.
- Judgment: ability to make prudent and timely decisions; ability to exhibit sound and accurate judgment; ability to explain reasoning for decisions.
- Language Ability:
 - High Ability: ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; ability to write reports, business correspondence, and procedure manuals; ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Mathematical Ability:
 - High Ability: ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry; ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Motor Coordination: the ability to coordinate eyes, hands, fingers, and feet accurately and handle precise movements.
- Problem Solving Ability: ability to identify and/or prevent problems before they occur; ability to formulate alternative solutions to problems when necessary; ability to transfer learning from past experiences to new experiences of similar nature.
- Quality Management: ability to complete duties, on time and with absolute precision, at least 95% of the time; ability to edit the accuracy and thoroughness of one's work as well as the work of others; ability to constructively apply feedback to improve performance, ability to generate ideas to improve and promote quality in work.
- Reasoning Ability:
 - High Ability: ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS & WORK ENVIRONMENT

[Note: 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.]

This position is an office environment-based role, there are no specific or unusual physical or environmental demands regularly required of the incumbent outside of a professional office environment. Frequent and continuous physical activities required, include: Sitting, typing, writing, hearing, listening, talking, bending, stooping, and lifting up to 50 pounds. This role is mostly protected from weather conditions or contaminants, but not necessarily from the occasional temperature fluctuation.

EEO STATEMENT

The City of Liberty Lake is an Equal Opportunity Employer. The City of Liberty Lake does not discriminate based on race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided based on qualifications, merit, and business need.

STATEMENT OF INTENTION AND ACKNOWLEDGEMENT:

The above statements are intended to describe the general nature and level of work being performed by the individual assigned this position. This job description is not intended to be an exhaustive list of all responsibilities, duties and skills of the personnel in this position.

I have read and accept the duties and responsibilities as outlined. I have also been given the opportunity to discuss any questions or concerns regarding any or all the above directly with my supervisor prior to signing this document. Further, I agree to notify my supervisor immediately if I am unable to fulfill any or all the duties as outlined above.

I understand that the City of Liberty Lake reserves the right to revise or change this job description as the need arises.

I have reviewed this job description and received a copy.

Employee Signature: _____ Date: _____

Print name: _____