

TITLE: Staff Engineer

## **CITY OF RIDGEFIELD JOB DESCRIPTION**

TITLE: Staff Engineer

DEPARTMENT: Public Works Department

REPORTS TO: Public Works Director/City Engineer

### **NATURE OF WORK/SUPERVISION**

Works under the general supervision of the Public Works Director/City Engineer, who assigns projects and reviews work for conformance with departmental expectations. Performs general engineering work involved in the design, review and inspections of capital and development engineering and construction projects including transportation, parks, stormwater, water and wastewater systems. Provides technical assistance to the Public Works Director/City Engineer and Community Development Department in coordinating and completing the City's development engineering review process, permitting, municipal code review, capital facilities planning, operations planning and other infrastructure related work. Is responsible for construction inspections directly related to enforcement of permit conditions, construction codes, development regulations, and/or contract requirements. Work assignments require working knowledge of construction methods and materials, and inspection techniques associated with the work. The individual is required to visit project sites, interact with owners, developers and contractors, explain technical requirements or discrepancies, and prepare field reports documenting inspection activities.

### **ESSENTIAL JOB FUNCTIONS**

Performs, but is not limited to, the following duties:

- Complete review of development applications, including technical information reports and civil engineering plans for conformance with City Engineering Standards and codes.
- Perform engineering computations and prepare engineering plans and specifications for public works projects under the supervision of the Public Works Director/City Engineer, including computer aided design and drafting.
- Calculate construction project cost estimates for budgeting purposes and for projects designed by the Public Works Department.
- Conduct research on capital improvement and development project issues.
- Review of development and capital construction project submittals.
- Track, coordinate and respond to and resolve citizen concerns and complaints. Provides a high level of customer service while maintaining a positive image on behalf of the City of Ridgefield.
- Inspect methods and materials used by contractors to construct all types of public improvements; ensure conformity with plans and specifications and intended results for constructing such improvements.
- Provide continuous evaluation of construction progress to observe safety procedures and sound construction practices.
- Organize, prepare, and maintain accurate reports, records of inspection activities, and as build drawings; write letters regarding compliance on specific issues, and complete other written reports and records as needed.

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- Participate in coordination of infrastructure construction with other City departments.
- Assist in the planning, permitting and organization of Municipal Codes, standards and capital facilities planning for the City's utilities and other infrastructure.
- Assist in the organization, planning and review of those activities associated with the operations and maintenance of the City's infrastructure.
- Performs related duties as assigned.
- Valid Washington State driver's license with a driving record free from serious or frequent violations.
- Must be able to communicate, read, write and understand written instructions in English.
- Work within established guidelines, policies and procedures.
- Regular and punctual attendance per schedule is an essential function.

### KNOWLEDGE AND ABILITIES

Possesses knowledge and abilities in the following areas:

- Requires knowledge of technical engineering design principles, practices, and methods.
- Requires knowledge of materials used in the construction trade, and inspection methods and techniques.
- Ability to apply and interpret City codes, standards and ordinances and resolve field problems.
- Ability to read and interpret design drawings, site plans, topography and structural drawings with actual construction.
- Ability to comprehend public works and engineering specifications, policies and procedures.
- Considerable knowledge of all stages of public works construction.
- Knowledge of maps, deeds, plats, and plans.
- Ability to prepare and maintain accurate and concise records and files.
- Ability to communicate effectively with other staff, developers, contractors, and the general public.
- Ability to establish and maintain effective working relationships with other employees, contractors, and the general public.
- Ability to maintain departmental filing and records systems and contribute to improving the systems.
- Ability to learn innovative construction inspection and testing techniques and procedures.
- Ability to adapt to changing conditions and meet work load demands.

### WORKING CONDITIONS

Work is performed both indoors and outdoors. Field inspection work can expose the employee to inclement weather and safety hazards such as falling objects, heavy equipment, power tools, noise and vibration, dust and dirt, fumes and odors, uneven or rough terrain and requires climbing, bending, stooping, kneeling and crawling.

### MINIMUM QUALIFICATIONS

Following are minimum qualifications:

- Bachelor of Science in Civil Engineering; Professional Engineering License in the State of Washington preferred.

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- Four (4) to seven (7) years experience in more advanced levels of engineering capacity with a good understanding of construction administration and inspection.
- Working knowledge of AutoCAD, Microsoft Word, Excel and Outlook.
- Required to obtain and maintain a Flagging and Traffic Control Card and Industrial First Aid/CPR Card within six (6) months of employment.
- Ability to work honestly and openly with subordinates and superiors.
- Ability to communicate respectfully and tactfully with customers (internal and external).
- Able to express himself/herself accurately orally and in writing to be understood by all those mentioned in this job description.