



Engineer Director in PW/City Engineer

City of Kenmore

SUMMARY

The City Engineer oversees the City's engineering program, including road standards, traffic management, transportation capital development, and utility permitting. The position reports to the City Manager and serves as a member of the leadership team and as the City Engineer as set forth in the Kenmore Municipal Code. Because of the small number of City employees, each staff member is expected to perform a wide range of office duties as may be required from time to time.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Serves as the City Engineer as set forth in the Kenmore Municipal Code.
- Serves as the City's Americans with Disabilities Act Coordinator and oversees the implementation of the ADA Transition Plan.
- Reviews and evaluates engineering staffing needs to determine appropriate short-range and long-range staffing levels.
- Preparation of the Capital Improvement Plan (CIP) and the Six-year Transportation Improvement Plan (TIP).
- Oversees the design and construction of the City's Transportation Capital Improvement Program. May also oversee the design and construction of surface water and other capital projects.
- Prepares and assists with grant applications to leverage City dollars for capital project funding and traffic safety funding.
- Prepares, presents, and administers the Department budget.
- Oversees various engineering programs such as Target Zero Initiative, Traffic Calming Program, Sidewalk Program, Pavement Management Program, and Traffic Management Program.
- Prepares and executes communication and public engagement plans.
- Attends and presents at City Council meetings on a regular basis. May also attend and present at Planning Commission and other public meetings as needed.
- Oversees the enforcement of the municipal code requirements for the right of way.
- Oversees and assists in review and inspection of utility and right of way permitting.
- Develops and maintains the City's Road Standards and standard details.
- Assists with development reviews and inspections for both public and private property.
- Assists other City staff where necessary on issues related to public works operations, including street maintenance, traffic, surface water, and rights-of-way issues.
- Acts as the City's Transportation Planner and prepares the Transportation element of the City's Comprehensive Plan.
- Assures that the City complies with and enforces City, County, State, and Federal laws, regulations, codes, and policies.

- Serves as a member of the City's Leadership team.
- Prepares and presents reports and policy recommendations to the City Council.
- Serves as the City representative with outside agencies and consultants, boards, and commissions.
- Serves in the Emergency Operations Center during emergencies or disasters. May serve as section chief.
- Performs other duties as assigned that support the overall objective of the position and needs of the organization.

QUALIFICATIONS

Knowledge & Skills:

- Operational characteristics, services, and activities of project management.
- Methods and techniques of field inspection, surveying, drafting, and design.
- Permit requirements for development within the public right of way.
- Principles and practices of local budget preparation and administration.
- Principles and practices of negotiation and good communication (written and oral).
- Principles of business letter writing and basic report preparation.
- Pertinent Federal, State, and local laws, codes, and regulations, additionally requirements of Federal Aid projects.
- Fundamentals of engineering design and standard requirements for roadway, bridges, walls, surface water, or other infrastructure projects including regulatory requirements and/or design standards.
- Understanding of the Washington State Department of Transportation Standards for Road, Bridge, and Municipal Construction.
- Current knowledge of safety (L&I, OSHA) requirements.
- MS computer software including Outlook, Word, Excel, PowerPoint.
- Understanding of the Americans with Disabilities Act (ADA) guidelines and design requirements for private property and the public right of way.

Abilities:

- Facilitate communication and collaboration with internal staff, the community, utilities, consultants, funding partners, permit agencies, and other stakeholders.
- Review development plans and specifications for accuracy and to ensure project objectives and City requirements are met.
- Inspect construction work for completeness and proper and safe work methods.
- Oversee City and participate in capital improvement projects: studies, alternative analysis, design, right of way acquisition, permitting, environmental documentation, construction management, and grant applications/management/reimbursements.
- Scope, negotiate fee, oversee, direct, and coordinate the work of consultants and other project staff.
- Prepare and review engineering estimates for a variety of projects including design, administration, construction costs, and cost to complete budget.
- Work independently and with a team.
- Effectively lead outreach efforts with the community including giving oral presentations at public meetings; facilitating various types of public meetings; responding to inquiries; and preparing information for website and distribution.

- Lead a team including establishing accountability and obtaining results from individuals from different workgroups.
- Interpret and apply Federal, State, and local policies, laws, and regulations.
- Communicate clearly and concisely, both orally and in writing. Must be able to have difficult and direct conversations and ability to negotiate balanced outcomes based on the needs of all parties.
- Develop and maintain cooperative, effective working relationships with those contacted in the course of work.
- Familiarity with the following:
 - Local, County, State, and Federal codes
 - Surface water design
 - Building and area maps
 - Statistical and legal documents and information
 - Construction documents and specifications
 - Professional literature
 - Architectural and engineering construction drawings
 - Easements
 - Mass communications (social media, website, newsletters, mailings)
 - May necessitate familiarity with and the use of different tools, equipment, and information.
- Visit remote sites and to work extended hours for the purpose of conducting meetings and public processes.
- Near and far visual acuity to read detailed maps, drawings, other printed material, computer screens, and observe physical layouts.
- Alternatively sit and stand for sustained periods of time to deliver presentations and perform counter work and be on uneven surfaces out in the field.
- Sufficient hand-eye-arm coordination to use a keyboard and 10-key plus arm/hand movements to retrieve work materials and operate a variety of general office equipment.
- Visual acuity to read words and numbers.
- Auditory ability to carry on conversations over the phone and in person.
- Driving ability in order to transport oneself in and around Kenmore and King County.

Education and Experience:

- The position typically requires bachelor's degree in civil engineering, and
- Ten years' related experience, including at least 3 years of supervisory experience.
- Any equivalent combination of experience and training that demonstrates the required knowledge, skills, and abilities may be considered.

Licenses and Certificates

- May require a valid driver's license.
- Registration as a Professional Engineer, licensed in the State of Washington (within 6 months of employment) required.

ADDITIONAL INFORMATION

- Work Environment – Work is performed indoors and outdoors where some safety considerations exist from traffic, water flows, unstable surfaces, and proximity to moving equipment.
- Hours of Work –City Hall working hours are typically 8:30 a.m.-5:00 p.m. This position is required to be available for evening hours to attend or present in-person at City Council meetings as-needed, or attend in-person, evening or weekend meetings when necessary.

OTHER ITEMS AND ADVANTAGES OF WORKING FOR THE CITY OF KENMORE

- This position is eligible for healthcare benefits, retirement plans, paid holidays, vacation, sick leave and more!
- The City does not participate in Social Security and participates in a 401(a) retirement plan in lieu of Social Security.
- Kenmore is located on the north shore of Lake Washington and has over seven miles of waterfront along the lake and the Sammamish River.
- Kenmore is a first-ring suburb of Seattle and is equi-distant to downtown Seattle, downtown Bellevue, Microsoft headquarters in Redmond, and Boeing and Paine Field in Everett.
- City Hall is in the heart of Kenmore's downtown and is within walking distance of many local businesses, restaurants and parks!

This job/class description describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

Department: Engineering

FLSA: Exempt

City of Kenmore

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