



Civil Engineer

City of Kenmore

SUMMARY

Manages simple to medium complex engineering projects and studies. Conducts research, develops plans and designs for civil infrastructure, and performs construction inspection for simple capital works projects. Collects and analyzes data. Responds to citizen requests. Because of the small number of City employees, each staff member is expected to perform a wide range of office and field duties as may be required from time to time.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Designs and manages straight forward simple to medium complexity capital projects. This work also includes managing consultants, property owner coordination, contract management and construction inspection.
- Assists with conducting engineering studies for existing public works infrastructure. Analyzes and performs advanced engineering calculations for determining the need to upgrade, repair, or replace.
- Performs project management duties as assigned, including preparing cost estimates, schedules, serving as liaison between the City and contractors/consultants, checking progress of work, keeping project records, interpreting design criteria, recording changes as they occur, and making reports.
- Design and preparation of engineering plans and drawings. Prepares sketches of plan layouts and diagrams for review. Selects details and prepares specifications.
- Conducts construction inspection and prepares inspection reports for simple capital improvement projects. Compiles and maintains project records, numerical data, and documents. Ensures documents are updated to reflect project status and changes.
- Collects data, analyzes and makes recommendations for implementation of or updates to department programs including but not limited to Pavement Management, Traffic Calming, Traffic Count, Target Zero, and Asset Management programs.
- Respond to customer service inquiries. Track and log issues and provide recommendations for any changes.
- Provide support and assistance to all departments with City, development and utility projects.
- Serves in the Emergency Operations Center during emergencies. May serve as a section chief.
- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge & Skills:

- Operational characteristics, services and activities of project management.
- Methods and techniques of field inspection, surveying, drafting and design.

- Permit requirements for structures, stormwater facilities, and other facilities near wetlands and bodies of water.
- 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.
- Fundamentals of engineering drafting for roadway, surface water or other infrastructure projects.
- Computer software including: Outlook, Word, Excel, PowerPoint, AutoCAD

Abilities:

- Facilitate communication and collaboration throughout the project with internal staff, the community, utilities, consultants, funding partners, permit agencies, and other stakeholders.
- Inspect construction work for completeness and proper work methods.
- Oversee City capital improvement projects: design, right of way acquisition, permitting, environmental documentation, construction management.
- Scope, negotiate fee, oversee, direct and coordinate the work of consultants.
- Prepare engineering estimates for a variety of projects including design, administration and construction costs. Cost to complete budget.
- Manage simple capital projects under strict deadlines with limited direction.
- Work independently and with a team.
- Effectively lead outreach efforts with the community including facilitating public meetings, responding to inquiries, preparing information for website and distribution.
- 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.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities
- Requires ability to take Emergency Preparedness and implementation classes as required by the City and requires current knowledge of safety (L&I, OSHA) requirements

Physical Abilities:

The position requires office and field work. Requires sufficient ambulatory ability to walk to project locations (often over uneven ground), to stand for extended periods of time, and to bend and stoop for limited periods of time. Requires sufficient arm-hand-eye coordination to operate a computer keyboard and pointing devices at a proficient level. Requires visual acuity to create and read three-dimensional and detailed drawings and observe work-in-progress at construction sites. Requires verbal and auditory ability sufficient to carry on conversations with others and make presentations to groups. Requires driving ability to transport oneself in and around Kenmore and King County. Requires the ability to provide up to 50 lbs. of lifting force and ability to climb up and ability to traverse difficult terrain

Education and Experience:

The position requires a bachelor's degree with a major in civil or a closely related engineering discipline. Position requires the employee to be either Engineering in Training (EIT) having passed the Fundamentals of Engineer exam or equivalent OR be a Professional Engineer, licensed in the state of Washington.

Licenses and Certificates

Requires a valid driver's license.

ADDITIONAL INFORMATION

Work is performed indoors and outdoors where some safety considerations exist from traffic, water flows, unstable surfaces, proximity to moving equipment and construction activity.

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

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