



Civil Engineer Project Manager

City of Kenmore

SUMMARY

Manages engineering projects and studies including management of public involvement, scoping the work for all project phases, overseeing consultants, meeting schedules and budget objectives; coordinating assigned activities with other divisions, departments, outside agencies, and utilities. Conducts research, develops preliminary plans and designs for civil infrastructure and transportation studies, and performs construction inspection for simple capital works projects. Reviews new development projects for compliance with City code. 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

- Manage the development and construction of diverse capital projects, of simple to medium complexity, including streets, drainage, walls, pavement, pedestrian/bicycle facilities, and traffic signal systems.
- Perform 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.
- Develop work scope and fee for all project phases. Coordinate the selection of design consultants and professional service providers; monitor contract expenses and consultant performance.
- Manage the development of project plans, schedules, bid openings, contract awards, construction progress, inspections and project close-out for all capital projects; identify problems and recommend solutions throughout the project.
- Design and preparation of engineering plans and specifications for simple transportation projects. Prepare sketches of plan layouts and diagrams for review. Select details and define specifications.
- Conduct construction inspection and prepare inspection reports for simple capital improvement projects. Compile and maintain project records, numerical data, and documents. Ensure documents are updated to reflect project status and changes.
- Coordinate assigned activities with other departments and outside agencies and establish and maintain cooperative working relationships with co-workers, other departments, utilities, consultants, funding partners, WSDOT, utilities, contractors, business owners and citizens.
- Participate in the development plan review process for civil components (drainage, grading, sidewalks, roadway, utilities, etc.) and select structural elements (earth walls, vaults). Review developer plans for conformance with City standards and rules. Respond to developer inquiries about City requirements and procedures for development.
- Perform other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge & Skills:

- Specialized knowledge in civil or an equivalent engineering discipline enabling job performance in civil design and project management applications.
- Construction practices for roads and bridges.
- Principles of geometry and algebra applicable to engineering, including the properties of building materials.
- Principles, modern techniques and equipment used in design, construction and maintenance of various public works projects including basic principles of roadway design, storm drainage design and right of way acquisition.
- Computer-aided-design and computer-aided-design programs.
- Principles and practices of negotiation and good communication (written and oral).
- Technical writing skills sufficient to prepare project specifications, process documentation, and communications suitable for external distribution with the public and other agencies.
- Sufficient interpersonal skills to exercise patience and discretion in communications with others inside and outside the organizations, and to communicate technical concepts to others.

Abilities:

- Facilitate communication and collaboration throughout the project with internal staff, the community, utilities, consultants, funding partners, permit agencies, and other stakeholders.
- Review development plans and specifications for accuracy and to assure project objectives and City requirements are to be met.
- Write correct, clear and concise technical materials, such as project reports and specifications. Inspect construction work for completeness and proper work methods.
- Oversee City capital improvement projects: design, right of way acquisition, permitting, environmental documentation, construction management, grant applications/management/reimbursements.
- Scope, negotiate fee, oversee, direct and coordinate the work of consultants and other project staff.
- Work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City and its services.
- Sufficient ambulatory ability to walk to project locations, to stand for extended periods of time, and to bend and stoop for limited periods of time.
- 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 a bachelor's degree in civil, structural, or a closely related engineering discipline and
- Five years' experience in progressively responsible professional engineering 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.
- Requires active registration as an Engineer-In-Training. A Professional Engineering license in the State of Washington is desirable but not required.

ADDITIONAL INFORMATION

- Work Environment – Work is performed indoors and outdoors where some safety considerations exist from traffic, water flows, unstable surfaces, proximity to moving equipment and construction activity. Occasional attendance at night meetings and weekend work is required.
- Hours of Work –City Hall working hours are typically 8:30 a.m.-5:00 p.m. Add the following information as applicable to the position: [This position is eligible for a partial teleworking arrangement]. [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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