



Development Review Engineer

City of Kenmore

SUMMARY

Performs independent review, approval, inspection, and acceptance of complex civil engineering development, civil site plan, plats, and right of way improvements for conformance with City construction standards, codes, and ordinances. Conducts research, performs parking and impact fee calculations, and maintains documentation such as transportation concurrency, and other tracking documentation related to the position. Manages agreements and financial guarantees associated with private developments. Assists with code compliance of Right of Way concerns. 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

- Participates in the development plan review process for civil components (drainage, grading, utilities, etc.), select structural elements (earth walls, vaults), and right of way improvements.
- Approves Engineering and Clearing and Grading permits and provides comments/recommendations on site development permits, parking requirements, and plats.
- Reviews plans for conformance with City standards and ordinances.
- Responds to developer inquiries about City requirements and procedures for development.
- Conducts inspections and prepares inspection reports for right of way improvements and all private development projects as it relates to surface water management, erosion control, and grading.
- Compiles and maintains project records, numerical data, and documents. Ensures documents are updated to reflect project status and changes. Provides final review of permits for acceptance.
- Assists with conducting engineering studies for existing public works infrastructure. Analyzes and performs advanced engineering calculations to assess load bearing capacity, volume, safety, traffic impacts, and other aspects for determining need to upgrade, repair, or replace.
- Tracks all development permits that require drainage review to specifications outlined in the City's stormwater municipal permit guidelines.
- Manages developer agreements and financial guarantees associated with the construction and maintenance of private development projects.
- Assists in addressing code enforcement/compliance issues within private property. Prepares code enforcement documentation and manages code compliance procedures per City code.
- Reviews right of way, public facilities, and private property development for compliance with federal ADA guidelines.
- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge & Skills:

- Specialized knowledge in civil engineering or an equivalent engineering discipline enabling job performance in civil, structural, traffic engineering, surveying and design applications.
- Principles of surface water design, geometry and algebra applicable to engineering and the properties of building materials.
- Principles, modern techniques and equipment used in design, construction and maintenance of various public works and private projects.
- Technical writing skills sufficient to prepare engineering review reports, process documentation, and communications suitable for external distribution.
- General knowledge of computer-aided design and programs.
- 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:

- Derive information from plans, specifications, maps, laws, regulations and codes.
- Write correct, clear and concise technical materials, such as project reports and standards. Requires the ability to prepare and evaluate engineering studies.
- Perform technical research and analyze engineering and mathematical problems, evaluating alternatives and recommending courses of action.
- Compute accurate engineering calculations and cost estimates.
- 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.
- Provide up to 50 lbs. of lifting force and the ability to climb up and down vertical ladders in confined spaces.
- 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
- Four years' experience in a similar position, including one year working experience in development review and inspection, or similar related field.
- 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 performed will primarily take place indoors in an office environment.
- Hours of Work – Hours of Work –City Hall working hours are typically 8:30 a.m.-5:00 p.m. Requires travel from site to site and extensive public contact. 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: Development Services

FLSA: Exempt

City of Kenmore

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