

WHATCOM COUNTY JOB DESCRIPTION

POSITION:	Engineer III	RANGE:	220.0
DEPARTMENT:	Public Works	FLSA:	NE
REPORTS TO:	Engineering Manager	EEO:	2

SUMMARY

Performs a variety of civil engineering assignments requiring analysis, research, planning, coordination and design, routinely directing the efforts of other staff on projects of most any scale and technical complexity. Assures compliance. Represents Whatcom County by maintaining a professional approach and demeanor in all activities. Develops relationships and demonstrates leadership with staff, other departments and individuals outside county government that encourage participation, teamwork, effective relationships and use of resources. Exercises independent judgment in analyzing problems, issues and situations; develops and implements recommendations, as authorized. Assists management and other staff, as directed. Complies with legal standards and requirements, at times developing proposals for their unique application or modification. Works independently, without direct day-to-day supervision.

Depending upon assignment, the incumbent may perform some or all of the following duties, which are a representative sample of the level of work appropriate to this position.

ESSENTIAL JOB DUTIES

Performs in a leadership role in coordinating and prioritizing projects with other departments, staff, contractors, government agencies and other parties to ensure timely completion of projects and in compliance with guidelines, procedures and regulations, at times assisting on the largest and most complex projects. Reads and interprets road, bridge and municipal construction plans and specifications of any scale and technical complexity. Effectively communicates changes, progress, recommendations and conclusions.

Assists in the selection process and negotiates and develops contracts with selected consulting firms. Acts as primary contact for consultants. Monitors and assures contract requirements are met. Checks billing rates and charges against contract terms. Independently makes decisions on payment and invoicing issues including approving change orders. Independently prepares complete reports affecting the scope and design standards for projects on time with supporting conclusions and recommendations. Completes associated paperwork and processes to procure contract services.

Conducts materials measurement and testing creating and/or interpreting material delivery quantities, and determines appropriate payments. Gathers information needed for development of project and program reports. Finalizes draft specifications for review and approval. Works with both construction and performance specifications. Interprets results and acts on them. Understands, applies and trains others on the application of the Local Agency Guidelines manual, applicable state and federal program guidelines, rules and standards.

Performs site visits. Gathers relevant information for successful monitoring and reviewing contractual, development projects and/or other work in progress. Independently assesses and assures compliance, interprets and applies regulations equitably, explains services, identifies customer needs and maintains effective relationships. Receives and responds to assigned project-related calls, as

directed. Presents at public meetings and project reports to elected officials.

Represents the County on local technical advisory committees and panels, as assigned. Prioritizes and plans work activities using resources effectively. Plans for additional resources and integrates changes smoothly and in a timely manner.

Develops project plans information and status reports. Acts as a team leader for group activities facilitating resolution of problems and acts as a lead and technical resource on projects of most any scale and technical complexity. Communicates changes and progress and completes projects on time and within approved budget.

Independently performs research and identifies applicable rules and standards for application for a variety of project types.

Independently performs studies and evaluations recording information and data accurately following procedures. Researches, retrieves, updates and analyzes the most complex information and data. Formulates recommendations anticipating alternatives and possible ramifications and appropriately communicates significance of findings.

ADDITIONAL JOB DUTIES

Independently prepares permit applications, performance standards and reports. Assures completeness and accuracy of work prepared and coordinates closely with various departments and agencies to obtain and assure compliance with applicable permits and regulations as well as other local area ordinances and regulations.

Trains and works closely with temporary and other staff, as assigned.

Assists with the development of policies, procedures, tasks, workflow and systems, as assigned.

Reviews and assures the accuracy and proper filing of office records, maps, construction project documents, and related records.

Performs work on special projects that may be outside normal area of assignment, as directed.

Performs all duties of lower-and similarly classified positions and other duties as assigned.

QUALIFICATIONS

Requires a Bachelor's degree in Engineering, or a related field, a minimum of six years of progressively responsible and applicable Engineering experience **AND** must possess an Engineer-In-Training Certificate (E.I.T.); **OR** must possess a Professional Engineer License within an applicable field of expertise.

Requires knowledge of:

The field of assignment sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by example in this job description.

Principles, practices and procedures of civil engineering and surveying relating to road, bridge and municipal construction.

Construction conformance with specifications, including materials measurement and testing.

Project administration including progress reports, journals and payment records associated with a variety of project types and funding sources.

Professional standards associated with legal descriptions, deeds, title reports, and property boundaries.

Principles and practice of supervision, including planning, time management, project coordination, group dynamics, and program and process evaluation.

Applicable local, state and federal laws, rules, regulations, policies and procedures related to the areas of assignment, including protocols and procedures to develop and recommend amendments as appropriate.

Computer operation and a variety of office software including civil design software, word processing, spreadsheet and database applications.

Safety precautions, practices and procedures applicable to the area of assignment.

Requires the ability to:

Adapt modern engineering principles, methods, techniques and standards for the design and construction of a variety of Public Works projects as well as analyze design and construction problems and find creative and effective solutions. Independently plan, prioritize, train, direct, coordinate, organize and schedule staff programs, projects, plans, assignments, processes and services. Prepare, research, analyze, administer, and change plans, policies and work programs as necessary.

Use tact, discretion, persuasion, diplomacy, respect and courtesy to gain the cooperation and commitment of others and establish and maintain effective working relationships and rapport with public officials, department heads, co-workers, contractors, employees, representatives of other agencies or entities and diverse members of the public.

Listen attentively and communicate effectively, both orally and in writing, with individuals and groups in clear, concise language appropriate for the purpose and parties addressed, including planning, organizing and facilitating groups and preparing and making technical and/or public presentations which can be understood by non-technical listeners, and preparing and/or directing the preparation of comprehensive written reports, materials and correspondence.

Exhibit and provide leadership to others to fulfill the commitment of the County to provide outstanding public, intra- and inter-departmental customer service.

Read, understand, interpret, analyze and apply appropriately the terminology, instructions, policies, procedures, legal requirements and regulations pertinent to the area of assignment. Develop and present associated training materials to assist others in this area.

Be attentive to detail, maintain a high degree of accuracy and recognize, resolve and correct discrepancies in data or information. Work effectively in a multi-task environment, including providing guidance and advice to others. Take appropriate initiative. Develop

ways to improve and promote efficient work methods.

Perform and provide guidance to others to initiate, compile, compose and/or edit correspondence, records, narrative, statistical and financial reports and other applicable documents and assure all pertinent information from appropriate sources is included and accurate.

Proficiently operate office equipment standard to the area of assignment. Maintain current knowledge for assigned areas and adapt to new technologies, keeping technical skills up-to-date and using technology to increase productivity.

Work independently and cooperatively as a member of a team.

Maintain appropriate level of confidentiality on all matters.

SPECIAL REQUIREMENTS

Required at time of hire and throughout employment:

- Must possess a valid Engineer-In-Training Certificate or Professional Engineer License.
- Must have a driving record that meets County standards.
- Must be eligible to cross between the United States and Canada

Within 6 months of employment must obtain and maintain throughout employment:

- Certified Washington Flagging and Traffic Control Card
- First Aid/CPR card.

Required on a periodic basis after employment:

- Defensive Driving training.
- Haz-Mat Awareness Training.
- Emergency Response Training.

Must pass job-related tests.

Background check must meet County criteria.

Required to become a member of the local collective bargaining unit.

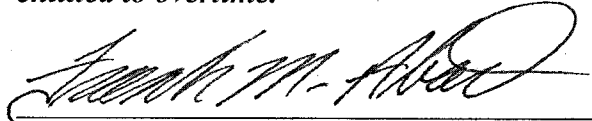
WORKING CONDITIONS

Work is primarily performed in an office setting and at field locations throughout Whatcom County. May sit or stand for long periods of time. May occasionally carry items weighing up to 50 pounds. Moves throughout the County facilities. Frequently drives a motor vehicle to perform duties in the field, at multiple sites or travel out of the County. May be required to attend meetings or perform duties outside of normal office hours. Traverses rough terrain and inclines. During emergency situations may be required to run, shovel, dig and/or lift and carry up to 50 pounds of sandbags or equipment. Works in, on or near water, on ladders, on and near bridges, often in remote locations or close quarters. May travel by boat, river raft, airplane or helicopter and may stand for long periods of time outside in all types of weather. May work near noisy machinery in the field. Possibility of exposure to a variety of environmental and chemical allergens standard to the area of assignment. Possibility of exposure to hostile and offensive language from the public. Uses appropriate safety equipment and follows established work safety policies, practices and procedures.

The statements contained herein reflect, as of the date signed, general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas, to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. At its sole discretion, Whatcom County may consider combinations of education, experience, certifications, and training in lieu of specifically required qualifications contained herein.

Whatcom County's policy is to provide equal opportunity in all terms, conditions and privileges of employment for all qualified applicants and employees without regard to race, color, creed, religion, sex, age, national origin, marital status, sexual orientation, disability, or veteran status.

Employee Status: This is an FLSA non-exempt position and, as such, is paid hourly and is entitled to overtime.



Signature

5/17/2013

Date

Administrative Use			
JDE Job Entry		JDE Special Requirements	
Job Code: E196	Reason for Change:	Security: Security 1	Medical Privacy: N
Job Group: NA	Standard Language	Driving: Frequently	Physical Capacity: N
W/C Code: 1501		CDL: N	Physical: N
Group: 1000		BBP: N	Polygraph: N
		Cash Handling: N	Psychological: N
Performance Evaluation Form: B5		ENGINEER III JOB BA 5/16/13	