

CITY OF SPOKANE VALLEY
POSITION DESCRIPTION

Class Title: Engineer – Planning/Grants
Department: Community and Public Works
Division: Engineering
Date: April 1, 2023

Job Code Number: 310
Grade Number: 16
FLSA Status: Exempt
Location: City Hall

GENERAL PURPOSE

Performs a variety of technical and complex engineering and planning work in the accomplishment of municipal transportation, stormwater, utility, parks, environmental and other Public Works projects and programs, ensuring technical competence and compliance with all current codes and criteria.

SUPERVISION RECEIVED:

Works under the general guidance and direction of the City Engineer.

SUPERVISION EXERCISED

May exercise project supervision as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Authors grant applications and coordinates grant funds and programs.

Prepares and coordinate grant application packages.

Coordinates with funding agencies, obtains information, monitors funding opportunities, and promote City projects and programs to the agencies.

Serves as grant coordinator, answering agency questions, and updating grant applications, if required. Prepares technical reports and data analysis.

Prepare for and attend regional meetings.

Coordinates transportation and capital facilities planning across all City Departments.

Manage the ongoing development of and updates to the City's 6-Year Transportation Improvement Program (TIP) and Statewide TIP (STIP) documents.

Presents at City Council, Planning Commission and other groups related to job functions.

Develops programs to promote and educate the public about Division/Department goals, programs, or projects.

Monitors federal, state and local legislation related to job functions.

Serve as coordinator for the City's Pavement Management Program (PMP)

Coordinate the biannual PMP update.

Manage consultant contracts to provided biannual data collection, model calibration and report update.

Maintains the pavement condition software and mapping documents.

Develops a list of pavement preservation projects annually in coordination with other City staff and performs pavement assessments to confirm project recommendations.

Perform other pavement management duties as assigned.

Provide project specific management as assigned.

Establish and maintain cooperative and effective working relationship with others.

Coordinates with utility purveyors to discuss upcoming City projects and utility upgrades.

Provides professional engineering design, and review of engineering plans, specifications, and estimates related to municipal capital projects prepared by consultants and/or city staff.

Create project scoping documents for capital projects in coordination with other Divisions, including cost estimates, project exhibits, and other applicable documentation.

Coordinates the preparation of, or develops, engineering plans and specifications, coordinates required advertising for bids, reviews construction bids and makes necessary recommendations based on lowest and best bids, competency of vendors and consultants, and the selection criteria.

Responds to public or other inquiries relative to capital projects, engineering policies and procedures on specific projects and other information.

Maintains regular contact with consulting engineers, construction project engineers, City, County, State and Federal agencies, professional and technical groups and the general public regarding division activities and services.

PERIPHERAL DUTIES

Assists in the evaluation of transportation and traffic impacts of development proposals, permits, rezones, plats, etc. Prepares traffic, utility and other studies and reports.

Develops, evaluates potential impacts and assists in rendering decisions for the following:

- Design standards and Deviation Requests from property owners, developers, private and governmental engineers, and utility companies.
- Conditions of Approval for private development projects.
- Road and easement establishments and vacations.
- Developer Agreements

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from a four-year college or university with a bachelor's degree in civil engineering, transportation planning or a closely related field; and

- (B) Minimum of three (3) years previous professional civil engineering and/or transportation planning experience including at least two years of municipal engineering and/or work experience related to grant writing and administration, capital facilities and transportation planning; previous supervisory experience desired; or
- (C) An equivalent combination of education and experience which would provide the applicant with desired skills, knowledge and ability required to perform the job may be considered.

Necessary Knowledge, Skills, and Abilities:

- (A) Thorough knowledge of civil engineering or transportation planning principles, practices and methods as applicable to a municipal setting; thorough knowledge of applicable City policies, laws, and regulations affecting Division activities.
- (B) Considerable skill in arriving at cost estimates on complex projects; skill in operating the listed tools and equipment.
- (C) Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, City officials and the general public; ability to conduct necessary engineering research and compile comprehensive reports.
- (D) Knowledge of preparing grant applications and assuring grant requirements are met.
- (E) Knowledge of conducting research and preparing data and cost analyses related to job functions.
- (F) Ability to establish and maintain effective working relationships with various segments of the community, including businesses, senior citizens, youth, other government agencies, other employees, elected officials and the general public.
- (G) Ability to read and interpret regulations, construction plans, and maps including, site and plot plans, topographical maps and zoning maps.
- (H) Ability to prepare and administer various, diverse work programs including monitoring budgets, work schedules, grant requirements and progress reviews.
- (I) Ability to exercise independent judgment and decision making under the managerial direction of the Supervisor in carrying out programs and projects.
- (J) Ability to communicate effectively, both orally and in writing, with individuals and groups regarding complex or controversial public policy issues or regulations, using tact, patience and courtesy in dealing with angry or upset individuals.
- (K) Self-motivation, discipline and the ability to handle adversity and pressure well.
- (L) A key value of the City is customer service. This position requires considerable knowledge, ability and skill in the principles and practices of excellent customer service as practiced in both the private and public sectors. It requires the ability to effectively meet and deal with the public; the ability to handle stressful situations; the ability to greet and respond to customers in a friendly, pleasant and professional manner using appropriate inflection, grammar and syntax; the ability to establish and maintain effective working relationships with employees, supervisors, and the general public; the ability to maintain a professional, courteous, and pleasant demeanor in difficult and stressful

situations; and the ability to diplomatically deal with difficult people. A willingness to expend extra effort to help the public find answers or information relative to their inquiry or complaint is expected.

SPECIAL REQUIREMENTS

Must possess a valid State driver's license or have the ability to obtain one prior to employment.

Registration as a Professional Engineer (PE) in the State of Washington or reciprocal certification.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, and data base and computer-aided-design software; standard drafting tools; surveying equipment including level, theodolite and electronic distance measuring devices; motor vehicle; phone; mobile radio.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Work necessitates moving about on construction work sites and may take place under adverse weather conditions. Hand-eye coordination is necessary to operate drafting instruments, computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

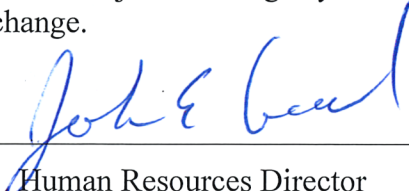
The noise level in the work environment is usually quiet to moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: 
Human Resources Director

Approval: 
City Manager

Effective Date: April 1, 2023

Revision History: New December 3, 2013
Updated May 3, 2017