



MEMORANDUM

Date: January 17, 2013

To: Todd Cutts, City Manager
Council Study Session

From: Anh Hoang, Human Resources Director *AH*

CC: Ali Shasti, Development Review Manager
Gary Schenk, Interim Community & Economic Development Director

Re: **Development Review Manager Job Audit Result**

Attached, please find information and documentation regarding a job audit request and Human Resources' recommendation for the Development Review Manager position. Per the attached justification, I am recommending the following changes as a result of this job audit:

1. I am recommending that the single incumbent position of Development Review Manager be reclassified to Engineering Review Manager, and to incorporate the recent changes in duties and responsibilities into this position's job description.
2. The Development Review Manager classification is currently at a salary range 64. Per the attached salary survey information, the revised Engineering Review Manager position is 4.9% below market average of the City's comparable jurisdictions. Placing the Engineering Review Manager classification in the City's salary schedule at salary range 66 would put this position approximately 0.1% above the market average for the maximum of the salary range.
3. It is recommended that the above salary adjustment be effective June 16, 2012, which is thirty (30) days after the HR Department's receipt of the job audit request in accordance with the Employee Handbook.

I have discussed the above recommendations with Todd Cutts, City Manager, who has given a verbal approval of the salary adjustment recommendation, allowing for this issue to be presented to the Council Study Session on January 22, 2013 for ratification. The above recommendation has the following impact on the incumbent's salary:

<u>Employee Name</u>	<u>Current Sal Range/Step</u>	<u>2012 Salary/Mo</u>	<u>Proposed Salary Range/Step</u>	<u>2012 Salary/Mo</u>	<u>Effective Date</u>
Ali Shasti	64/C	\$7,026	66/C	\$7,382	06/16/12

This salary adjustment is equivalent to \$356 per month, or approximately 5%, wage increase for the employee.

With the approval of City Manager and the City Council, the above salary adjustment will be provided to the Human Resources and Finance departments to make the necessary budget and payroll adjustments.

Please sign below to indicate your approval to implement the above recommendation and apply the salary adjustment to the employee's pay as proposed. Please feel free to contact me directly if you have questions or need additional information.

Approved as recommended:

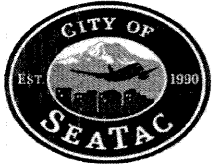
Todd Cutts
City Manager

Date

Ratified:


Tony Anderson
Mayor

Date



To: Ali Shasti, Development Review Manager

CC: Anh Hoang, Human Resources Director
Gary Schenk, Interim Community & Economic Development Director
Todd Cutts, City Manager

From: Stephanie Johnson, Senior Human Resources Analyst 

Subject: Results of Job Audit

Date: December 7, 2012

Thank you for your patience in waiting to hear the results of your job audit request.

The purpose of a job audit is to review the current job description or class specification of record because an employee believes their position has had a substantial and permanent change in job duties or level of responsibility.

Human Resources reviews your position to determine if there has been a significant change in the tasks assigned to the position and the autonomy of those tasks to warrant a change in classification. We also review your position to determine if the position is appropriately placed in the City classification plan.

Summary of facts:

The Development Review Manager job description was created in 2009. You were hired into the position June 1, 2011.

As Development Review Manager, you are a professional Engineer responsible to perform senior professional level work on a variety of utility, private commercial and residential development and other public agency projects. You are responsible for managing the City's development review process to ensure compliance with City Public Works and Engineering standards. You supervise two Senior Engineering Technicians. Your work requires extensive coordination with City staff, including the Public Works Inspectors and outside developers, engineers, architects, and contractors.

In our meeting of August 2, 2012, you stated that the position was originally created to report to the City Engineer under Public Works, and serve as one of five professional engineers in the department. However, during reorganization into a Community & Economic Development Department in April 2011, significant complexity of tasks/assignments increased for the position including the level of responsibility assigned because the position is the only professional engineer in the Community & Economic Development Department and a considerable amount of independence with little direction from the Community & Economic Development Director is required.

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During reorganization, Engineering Review was made its own division within the Community & Economic Development Department. Therefore, you stated you are now responsible for management of administrative functions including preparation of the division budget and assuring proper fee collection to produce anticipated revenues to the City budget.

On June 26, 2012 the City Council passed the Sound Transit Development Agreement to continue light rail service to a new station at S. 200th Street. You are the City's engineering staff member who has been assigned to manage this large 4-5 year project. You will be responsible for carrying out the Development Agreement with Sound Transit and working with both Sound Transit and SeaTac staff to ensure the City's interests are protected. The management of this project attributes to the continued development of the City. As such, you will need to supervise additional staff assigned to the project. At this time, the City Council has approved the filling of a Civil Engineer 2, a Senior Planner and an Administrative Assistant 2. This may change to two Civil Engineer 2's and a Senior Planner in the near future after a re-evaluation of staffing needs with the City Council.

You stated that your time is divided amongst both commercial and residential development, site plan approvals, coordinating with inspectors, ongoing projects, Sound Transit, and franchise utility within the City right-of-way. You provided an example of your weekly project list to me for inclusion in my job audit consideration.

I met with your supervisor, Interim Community & Economic Development Director Gary Schenk on August 23, 2012. He stated that he has assigned you to independently manage the Engineering Review division. He stated that the complexity of your assignments has greatly increased with the new work for Sound Transit Light Rail and Guideway extension project. Since you are the only professional engineer in the department, your work cannot be absorbed elsewhere and is anticipated to continue for complex assignments.

Based on our interview and information from your job audit paperwork, the most significant changes in your job has been additional duties assigned to the division such as Sound Transit's light rail and guideway extension project, budget development and supervision of additional staff.

I have made changes to your job description which you provided input to on November 21, 2012.

Findings and Recommendation:

I do find that complexity of tasks/assignments has increased as a result of your responsibility to manage the overall Sound Transit project development agreement and the level of responsibility assigned to the position has also increased as a result of the development agreement with Sound Transit and additional supervision of staff.

I did not find that the complexity of tasks/assignments has increased for duties and responsibilities other than the Sound Transit project and its related staffing increases.

The position was reviewed in 2010 and 2011 as a result of the Community & Economic Development reorganization for impacts to the position when it was transferred from the Public Works Department, Engineering division to the Community & Economic Development Department, Engineering division. Those impacts were taken into consideration when the salary range was determined in 2011 prior to your recruitment.

The Sound Transit project has an expected duration of 4-5 years. Typically project related work with additional complexity of tasks/assignments would warrant acting or out of class pay. However, I do not find that acting or out of class pay for a duration of 4-5 years is appropriate in this circumstance.

I am recommending a temporary reclassification with the understanding that when the Sound Transit project is completed, a review of the position and its placement in the City's compensation plan will need to be determined.

As a part of the job audit process, I surveyed our ten comparable cities (Bonney Lake, Burien, Bothell, Edmonds, Issaquah, Lynnwood, Marysville, Puyallup, Tukwila and University Place). I found that the work you are performing is recognized in five of the ten comparable jurisdictions.

Based on finding good position matches and reviewing their corresponding salaries, I found that your position is paid 4.9% below market value.

I am recommending a pay grade change from your current range of 64 to 66 retroactive to June 16, 2012 (30 days following receipt of your job audit).

I am further recommending a title change to Engineering Review Manager.

I am recommending the position be reviewed when the Sound Transit project is complete to determine if it is appropriately placed in the City's compensation plan.

Effect On Your Position:

Your position is currently placed in pay grade 64, step C and your current 2012 pay is \$7,026 per month. If your job audit recommendation is approved by the City Manager and ratified by the City Council, your position will be moved to pay grade 66 retroactive to June 16, 2012. You are placed at the step in the new range that provides a minimum five percent (5%) increase over your current salary. Therefore, you are placed in step C at a rate of \$7,382 per month on the 2012 pay plan. Your performance and pay review date will change to June 16. You will be eligible to move to step D in range 66 on June 16, 2013 following a successful performance review.

Job Audit Review Procedures:

The Human Resources Department has given the City Manager a heads up regarding your job audit recommendation. You will be provided ten (10) working days from the receipt of this job audit recommendation memo to submit a statement of your agreement, disagreement, and/or additional information you wish to be considered by the City Manager to the HR Department.

The HR Department will then send this recommendation and related documentation, your statement(s), and any further explanation from HR to the City Manager for consideration.

Job Audit Approval Procedures:

After reviewing all the job audit information from HR, including additional comments/information from the employee and/or employee's management, the City Manager will render a decision.

1. If the City Manager denies the job audit, the decision is final.
2. If the City Manager approves the job audit, the job audit will be forwarded to a Council Study session for Council ratification of the City Manager's decision.
 - a. If the City Council denies the job audit, the decision is final.
 - b. If the City Council ratifies the City Manager's approval of the job audit, it will be implemented per the Employee Handbook - See page 12.1 – RECLASSIFICATION/PAY ADJUSTMENT, which is paraphrased in the "Effect On Your Position" section above.

Attachments:

Job Description Update
2012 Salary Survey
Job Descriptions – Comparable Matches

CITY OF SEATAC

CLASS TITLE: ~~DEVELOPMENT REVIEW~~
ENGINEERING REVIEW MANAGER

Salary Range: Under
Review64

FLSA: Exempt

Union: Non-Represented

BASIC FUNCTION:

Under the supervision of the Community & Economic Development Director, perform senior professional level work on a variety of utility, private commercial and residential development and other public agency projects; manage the City's Engineering development review process to ensure compliance with City Public Works and Engineering standards; oversee plans review and permitting approval of development projects and other activities related to the City's rights-of-way and grading and drainage codes. Perform various office and field duties as required. The work requires extensive coordination with the City staff and outside developers, engineers, architects, and contractors. The position may provides direct supervision to professional Engineers and Engineering Technicians.

REPRESENTATIVE DUTIES:

1. Supervise and evaluate the performance of assigned staff. Provide technical direction and provide or coordinate training for staff. Assist with interviewing and employee selection procedures; recommend promotions; work with employees to correct deficiencies; and recommend disciplinary action as appropriate. Plan, direct, coordinate and review work plans for staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems. E
2. Review and comment on complex private development plansprojects. Manage the review and processing of civil engineering construction plans and associated permits for compliance with City, State, and federal development regulations and standards. Coordinate development reviews with staff in other City Departments. Comment on plans and specify any corrections needed prior to plan approval. Prepare and delivers presentations to City staff, the City Council and other agencies and organizations as needed for assigned projects. E
3. Manage the issuance of permits for private development projects. Establish permit fees and obtain necessary bonds and insurance from private developers. Manage the inspection of permitted private development projects to ensure compliance with applicable standards, codes and regulations. Review development agreements prior to the issuance of a permit and recommend stipulations to those agreements. E
4. Manage the inspection of private development projects, including commercial and single and multi-family residential. Resolve conflicts related to plans,

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Development Review Manager

specifications, materials, costs, and schedules. Coordinate with construction contractors and, provide assistance to private development project managers. Give work direction to the City, inspection staff, and coordinate with other the City Engineer Departments and Divisions. Interpret construction standards and regulations. E

5. Review and comment on traffic related issues such as traffic studies and reports, intersection improvements and signalization, turn lanes and GAP Analysis. Manage review and approval of noise variances, various lane closures and maintenance of traffic plans within the City. E

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6. Manage review and permit approval of all above and below ground construction activities, temporary or permanent, within the City Right-of-Way (ROW) proposed by the utility companies and franchisees. Responsible for approval of all temporary ROW Use permits for non-construction activities. E

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7. Provide administrative functions including budget preparation and implementation; review and recommend approval of budget expenditure requests; provide updates of division activity to the Director; prepare division budget line item expenditures based on division staffing levels and estimated cost of operation; assure proper fee collection to produce anticipated revenues for inclusion in the City budget. Monitor expenditures and maintain related financial records. E

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5.8. Fulfill runoff control requirements of the City's National Pollutant Discharge Elimination System permit. Compute complex technical design calculations and review technical information reports relating to surface water management for all development projects within the City. Review plans for storm drainage conveyance, water detention, water quality, and flow control facilities for conformance with City, State, and Federal development regulations and standards. Provide information to the public, contractors, and developers regarding surface water management issues. E

6.9. Manage the permitting of work activity related to environmental clean up efforts. Approve haul routes and haul permits for the removal of such hazardous materials as asbestos, underground storage tanks, contaminated soils, and the transporting of any other hazardous materials within the City limits. E

7.10. Review proposed platting actions for accuracy and recommend necessary covenants. Review applications for rezoning submitted by developers and make recommendations to the Planning Department. E

8.11. Contribute to maintaining a high level of customer service to visitors. Ensure that responses to inquires from the public are prompt, accurate, and courteous. Monitor the time required for the issuance of permits and implement improvements to the permitting process. E

9.12. Represent the City on various committees and forums involving ground water protection, regional storm drainage issues, and other issues as assigned. E

10.13. Perform related duties as assigned.

E denotes an essential function of the job

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Advanced principles, practices, methods, and techniques of civil engineering.
- Applicable Federal, State, and Local laws, codes, regulations, policies, and procedures governing development and construction.
- Modern engineering methods as applied to the review of designs for construction of private development projects.
- Principles of leadership and supervision of personnel and project teams.
- Computer software including AutoCAD, GIS, word processing, spreadsheet and data base applications.

SKILL IN:

- Permitting and monitoring commercial development projects, single and multi-family residential projects, subdivisions and short plats.
- Developing, coordinating and maintaining documentation standards and practices, reporting and tracking procedures and administrative activities.
- Interpreting and applying a variety of regulations, codes, and standards.
- Conducting field evaluations to review systems under construction.
- Supervising, evaluating, motivating, training and directing the work of others.
- Maintaining accurate records and preparing reports.

ABILITY TO:

- Work independently with little direction.
- Maintain effective working relationships with contractors, engineers, architects, City staff, and the public.
- Communicate effectively both orally and in writing.

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's Degree in Civil Engineering or related field.
- A minimum of five (5) years of progressively responsible public works engineering experience required.
- A minimum of two (2) years supervisory experience is preferred.
- A combination of experience and training that provides the candidate with the knowledge and skills to perform the job will be considered.

LICENSES AND OTHER REQUIREMENTS:

- Professional Engineer (PE) License. If licensed in another State, must obtain a Washington State PE license within six (6) months.
- Valid Washington State driver's license. Candidates must submit a three (3) year driving record abstract prior to hire.

| Development Review Manager

WORKING CONDITIONS:

ENVIRONMENT:

Work is performed primarily in an office setting with extensive work at a desktop computer. Occasionally works outdoors in all weather conditions to make field inspections at project sites. Some travel to attend professional meetings is expected.

PHYSICAL ABILITIES:

Sitting and operating a desktop computer for extended periods of time; walking over rough or uneven surfaces; dexterity of hands and fingers to operate a computer keyboard; seeing to read blueprints, diagrams, maps and work in progress; hearing and speaking to exchange information; lifting and carrying objects weighing up to twenty five (25) pounds; driving a vehicle to conduct work.

HAZARDS:

Hazards include exposure to loud noise, working around moving traffic and/or heavy construction equipment, and working and/or driving a vehicle in adverse weather conditions.

Developed: 01/09 S. Sanderson/S. Johnson

Updated: 10/10 S. Johnson

÷ _____ 01/11 A. Hoang

_____ 11/12 S. Johnson/G. Schenk

City of SeaTac Salary Survey

2012

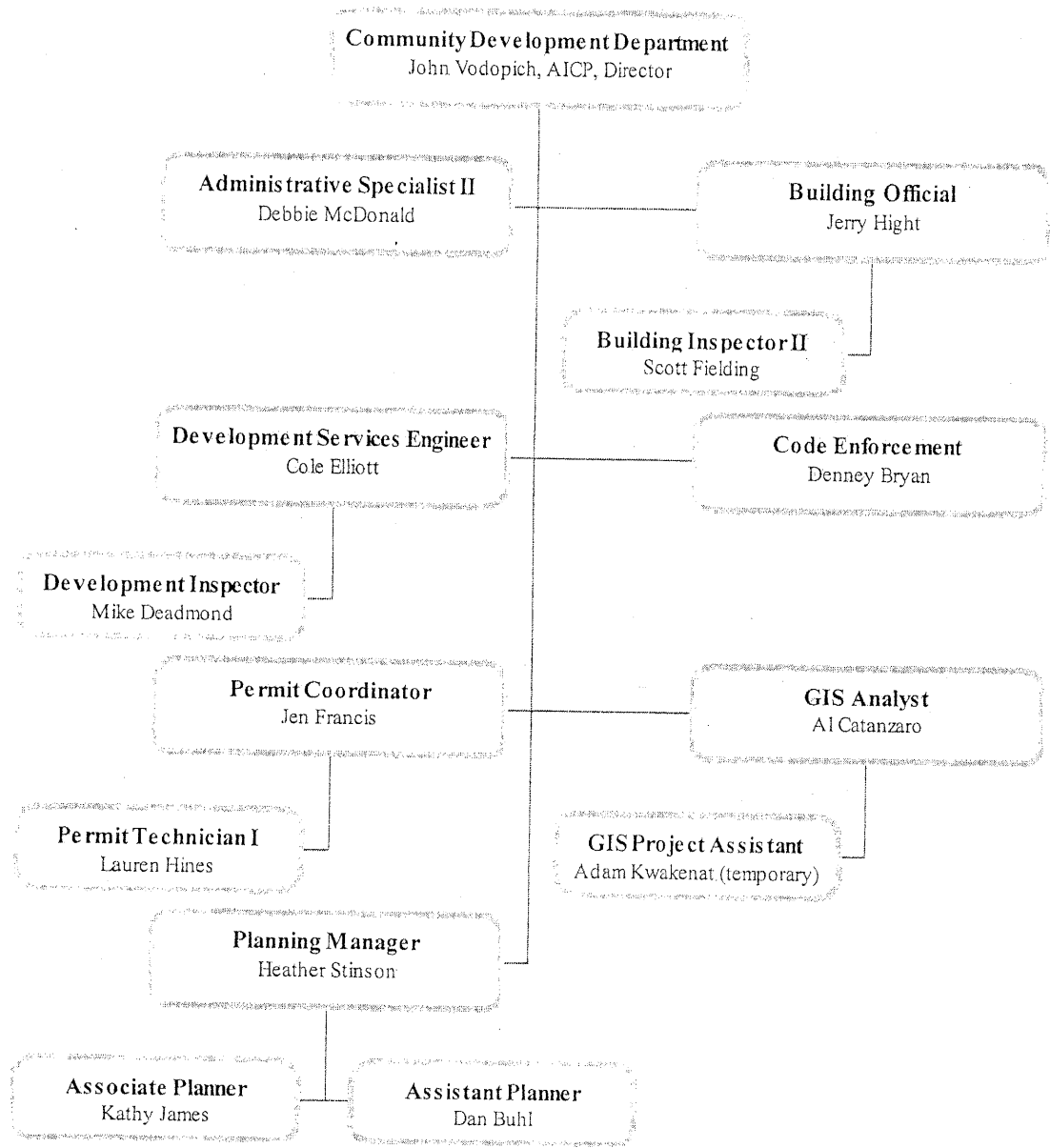
Position: Development Review Manager

Confidential

City	Salary Range		Comments
	Low	High	
Bonney Lake	\$ 6,199	\$ 7,672	Development Services Engineer
Bothell			No Match - Utility Manager oversees Development Review
Burien			No Match - CE2 - Development Review Eng not supervisory
Edmonds			No Match
Issaquah	\$ 7,378	\$ 8,968	Engineering Manager
Lynnwood	\$ 6,447	\$ 8,157	Development Services Supervisor
Marysville	\$ 6,927	\$ 9,052	Engineering Services Manager
Puyallup	\$ 6,917	\$ 8,991	Engineering Services Manager
Tukwila			No Match
University Place			No Match
Average	\$6,774	\$ 8,568	
SEATAC	\$6,365	\$8,148	SeaTac Range 64
% SeaTac below market	-6.0%	-4.9%	

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Community Development Department



**CITY OF BONNEY LAKE
POSITION DESCRIPTION**

Class Title: Development Review Engineer
Department: Community Development
Division: Development Review
Date: December 17, 2009

Job Code Number:
Grade Number: 18
Union: N/A
Location: City Hall Annex

GENERAL PURPOSE

Performs a variety administrative, technical, engineering, and supervisory, work in the review and inspection of land development proposals in the City.

SUPERVISION RECEIVED

Works under the direction of the Community Development Director.

SUPERVISION EXERCISED

Exercises general supervision over technical staff and construction inspection employees and assigned support staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

GENERAL

Reviews and approves complex civil engineering construction and private development engineering plans and documents for conformance to City design and construction standards, codes and ordinances; performs overall supervision and review of detailed and complex engineering calculations, plans, specifications, and required submittals for private development projects, such as street, water distribution, sewer collection, and storm drainage system.

Evaluates design of erosion control, storm drainage, streets, sidewalk and other infrastructure needed for development.

Manages and supervises development review and construction inspection operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, coaches and evaluates assigned staff; reviews progress and directs changes as needed.

Provides complex technical, administrative, and other support to the Community Development Director as needed.

Conducts inspections of work-in-progress and ensures projects are completed in compliance with applicable codes, regulations and standards.

Responds to questions and inquiries from the public and other agencies regarding street and drainage issues, public works standards and permits. Recommends changes to City public works standards as they apply to private development.

Evaluates storm, road, drainage, and other utilities as well as general site work for private construction projects and work performed in City right-of-way for compliance with applicable City codes, ordinances and regulations; reviews and/or prepares street and sewer construction cost estimates.

Coordinates with the Engineering Division on permit applications for work within City rights-of-way as they apply to development proposals.

Calculates traffic impact and land use fees and administers the traffic impact fee system of the City.

Conducts pre-construction conferences and explains permit conditions and requirements.

Plans, directs, coordinates and reviews the work plan for staff; assigns work activities, projects and programs; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.

Develops agendas, organizes meetings, prepares staff reports, communicates official plans, policies and procedures to staff and the general public; makes private and public presentations to supervisors, boards, commissions, civic groups and the general public.

Coordinates assigned engineering projects with outside contractors, government agencies and organizations and the public, and provides assistance to internal City staff.

Meets with citizens, developers, contractors, other agencies, and City departments. Responds to questions and complaints from the public concerning drainage, private construction, and other related issues.

PERIPHERAL DUTIES

Attends and participates in professional group meetings.

Serves on various employee or other committees as assigned.

Provides backup construction inspection work as needed.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- A. Graduation from an accredited college or university with a four year degree in civil engineering, construction management, or a related field.
- B. Eight (8) years of increasingly responsible civil engineering work, with four (4) years development services related experience, preferable in a municipal setting; or
- C. Any equivalent combination of education and experience.

Necessary knowledge, Skills and Abilities:

- A. Thorough knowledge of principle and practices of civil engineering; knowledge of principles and practices of project management, methods and techniques used in engineering plan review; knowledge of standard specification compliance methods, the development community and contractor construction methods; knowledge of federal, state, and local codes, laws and regulations; knowledge of supervision, training, and performance management; working knowledge of the principles and practices of land development; considerable knowledge of infrastructure inspection principles and practices.
- B. Skill in operation and of the listed tools and equipment; and
- C. Ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with employees, elected officials, other departments and the public; ability to understand and review development and construction plans; ability to prioritize workloads to meet deadlines; ability to communicate effectively orally and in writing with architects, contractors, developers, owners, supervisors, employees, and the general public; ability to lead the division while following direction from the Community Development Director; ability to translate technical data into policy issues and plans; ability to identify and respond to community issues, concerns, and needs, ability to interpret and explain complex legal and administrative information to people lacking technical knowledge; ability to analyze problems, identify solutions, and project consequences; ability to provide customer service and sensitivity to the public process.
- D. A key value of the City is customer service. This position requires considerable knowledge, ability and skill in the principles of excellent customer service as practiced in both the private and public sectors. This value requires the ability to effectively meet and deal with developers, applicants, and the public.

SPECIAL REQUIREMENTS

Valid Washington State Driver's License and driving record acceptable to City's insurance authority.

PREFERED QUALIFICATIONS

Professional Engineering license is preferred.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, data base, and GIS software applications; plotter, motor vehicle; calculator; phone; copy and fax machine; tape measure.

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.

While performing the duties of this job, the employee is periodically required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; 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 performs in both field and office settings. The employee may be required to walk rough terrain and climb inclines at work sites. May also be exposed to conditions and hazards associated with construction sites and potentially hazardous materials and equipment, fumes or vapors.

Employee may be exposed to noise from basic office machine operation and construction sites. The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

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

Approval: _____
City Administrator/Mayor

Effective Date: December 17, 2009

Revision History: Newly created position
12/09

CITY OF ISSAQUAH
CLASSIFICATION DESCRIPTION

ENGINEERING MANAGER

SUMMARY:

Positions in this classification take responsibility for planning and implementing a variety of projects and programs involving such areas as major development and major capital projects related to transportation and utilities. These positions provide broad-based advice on operational issues; research, prepare and present justifications on major expenditures; and monitor the operating budget and specialized funds. Incumbents possess significant decision-making authority in the areas of personnel, budgetary, contract and general office administration. Positions in this classification are considered technical experts regarding the operation and maintenance of infrastructure systems. Incumbents interact with other jurisdictions and agencies, functioning as representatives of the City. Positions in this classification assist with the development of regional strategies and programs related to the area of assignment.

SCOPE:

Reports to: Public Works Engineering Director

Supervises: Engineers and technical engineering staff.

Exercise considerable independent judgment in planning and coordinating engineering programs and projects. Independently manages operations within broad department and City goals and objectives.

WORK ENVIRONMENT:

The work is performed primarily in an office setting, requiring extended periods of sitting. The work may require making trips to construction sites and must be able to travel over uneven terrain to inspect construction work.

ESSENTIAL FUNCTIONS:

- Manages a variety of programs and projects related to major development and major capital improvements in transportation and utilities.
- Plans, organizes, coordinates, assigns and evaluates the work of assigned staff. Hires, disciplines, and makes decisions regarding termination of staff. Provides training and input to staff concerning issues relating to career development.
- Develops a master yearly schedule based upon budget approval for functional area.
- Researches and estimates the costs of large and small budgetary items; justifies budgetary categories and expenditures.

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- Directs and controls supplies and resources and ensures completion of scheduled work within time and budget restraints.
- Forecasts and plans for future needs in area of responsibility.
- Manages consultant contracts; assures fulfillment of contractual obligations; renegotiates terms and conditions as needed; coordinates work with other governmental and private agencies.

OTHER JOB DUTIES:

- Responds to sensitive and difficult inquiries from the public, the mayor and the City Council regarding programs and projects.
- Ensures adequate record keeping.
- Collaborates with other City staff members and jurisdictions in goal and policy development.
- Observes or monitors sensitive or difficult projects and programs.
- Provides expertise on technical, personnel budgetary, contractual and miscellaneous administrative issues related to area of assignment.

QUALIFICATIONS:**Education and Experience:**

Bachelor's degree in civil engineering or related field and six years progressively Responsible professional engineering experience, including supervisory and project management; or any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.

Licensing and Certification:

Valid Washington State Driver's License with a driving record free from serious or frequent violations.

Valid Professional Engineer's license or project management certification.

Knowledge, Skills, and Abilities:

- Thorough knowledge of civil engineering principles, practices, and techniques as they relate to area of assignment.
- Thorough knowledge of laws and regulatory standards related to area of assignment.
- Considerable knowledge of modern principles and practices of supervision, organization and coordination.

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- Ability to plan, organize and oversee assigned work programs, including monitoring work schedules, legal requirements, and progress reviews.
- Ability to develop and recommend policies, procedures and budgets to meet division objectives and overall goals of the Department.
- Ability to plan, organize, coordinate, assign, and evaluate the work of assigned staff.
- Ability to communicate effectively both orally and in writing with individuals and groups regarding complex or sensitive issues or regulations.
- Ability to establish and maintain effective working relations with City staff, elected officials, outside agencies and the community.
- Ability to analyze and evaluate operations and develop and implement corrective action to resolve problems.
- Ability to manage multiple tasks, determine priorities and evaluate resources.

The statements contained herein reflect general details as necessary to describe the level Of knowledge, responsibility and skill typically required by positions within a classification, but should not be considered an all-inclusive listing of work requirements.

ORIGINATION DATE: January 1998
EEO CATEGORY: Professional
STATUS: Exempt
CLASS CODE: 13247

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Development Services Supervisor - Private, Storm Water and/or Capital

Class Code:
DEV SERVICES
SPRVSR

Bargaining Unit: General Salary Ordinance

CITY OF LYNNWOOD
Revision Date: Dec 6, 2010

SALARY RANGE

\$37.05 - \$46.88 Hourly

SUMMARY:

The position of Development Services Supervisor- Private, Storm Water and/or Capital is located in the Public Works Department. Basic responsibility is for project and program management, engineering, and contract administration matters within the scope of the Public Works Department and requires technical, administrative, and supervisory activity involving a variety of field, office, or related types of assignments. Work of this position requires a high degree of independent judgment and action in planning projects, resolving technical problems, and administering projects within the framework of established policies. Supervision of professional and technical personnel is required.

JOB LOCATION AND EQUIPMENT UTILIZED:

Work is performed in both an office and outdoor environment. Outdoor work areas may include, but are not limited to, construction sites, environmentally sensitive areas and in and around public and private property. Equipment utilized includes standard office equipment, measurement devices, surveying tools, including personal computer with associated software and peripherals, safety tools and equipment, and city vehicles.

ESSENTIAL FUNCTIONS:

Includes but is not limited to such essential functions as listed below:

- Delegate responsibility and appropriate authority to assigned staff. Monitor daily work activities to assure the timely and accurate completion of assigned responsibilities.

- Conduct applicant job interviews. Select, orient and train new employees. Assure the availability of adequate equipment and facilities.
- Prepare and conduct oral and written employee performance evaluations. Recognize superior job performance. Effect correction in undesirable trends in performance consistent with established City policy.
- Participate in Department-wide long range, strategic planning activities. Prepare and recommend objectives, methodologies and associated schedules.
- Development of policies and guidelines, administration, record keeping, reporting for Public Works.
- Perform review of engineering plans and reports.
- Monitor, track, and report on the status of development
- Identify strategies for improvements in the plan review processes.
- Oversee, administer and enforce City Public Works programs and municipal code.
- Draft, administer, and negotiate on-call contracts and serve as project engineer.
- Review traffic control plans for Right-of-Way permits.
- Oversee and supervise staff in the reporting of streetlight outages, issuance of Public Works permits, the water supply cross connection program, engineering plan review, inspection of contractor work, preparation of applications and administration of grant funding programs and the fats, oil and grease program.
- Compose letters, issue notice and orders of violations and document code violations.
- Prepare documentation for the acquisition of property associated with public works projects.
- Develop and draft ordinances, resolutions, contracts, public agency agreements related to public works projects and programs for City Council approval.
- Participate as a member on City Committees.
- Assist in the litigation aspects related to public works projects and/or programs.
- Coordinate and supervise payment to engineering consultants/contractors and public agencies.
- Ensure that all engineering and construction activities comply with applicable laws and regulations.
- Supervise, review the work of, and provide guidance to consultants producing comprehensive plans, CFP, TIP, Grants studies or designs and/or related public works documents.
- Prepare and make reports and/or presentations to the City Council, commissions, community groups, public agencies and the public.
- Assist property owners, businesses, and contractors to assure their compliance with applicable regulations and ordinances through site visits, permitting processes, and enforcement.

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- Review capital and/or private development plans and permits.
- Respond to complaints and concerns and provide technical assistance to the public, developers, contractors, engineers, public agencies and businesses.
- Serve as the City's representative to various technical groups and associations, coordinate with other departments and agencies and represent the City's interests in interagency coordination.
- Maintain regular attendance.
- Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of modern design and construction methods and materials.
- Knowledge of the theory, principles, regulations, and practices of design and field activities of public works projects.
- Skill in effective and tactful communication and public relations to provide in person, writing and on the telephone.
- Ability to administer projects and programs.
- Ability to meet schedules and deadlines.
- Ability to work independently with minimal supervision
- Ability to plan, direct, coordinate and supervise the work of subordinates.
- Ability to organize and conduct analytical studies and surveys to substantiate plans, findings and recommendations relating to public facilities.
- Ability to establish and maintain effective working relationships within the department, with public and private officials and with the public.
- Ability to adjust work schedules and hours as required.

REQUIRED PHYSICAL TRAITS:

- Manual dexterity to utilize a computer and standard office equipment.
- Ability to reach, walk and move about on uneven surfaces.
- Visual acuity to read and compose written and numerical materials and other documentation.
- Hearing and speaking ability to communicate effectively and provide information with others in person or on the telephone.
- Ability to sit or stand for extended periods of time; ability to view a computer monitor for extended periods of time.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Civil Engineering or related discipline plus three (3) years related experience required; Professional Engineer license in the State of Washington or ability to obtain one within six months or demonstrated

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equivalent experience; valid Washington State Driver's License and a driving record acceptable to the City's insurance carrier.

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**City of Marysville
Job Description**

Job Title: **Engineering Services Manager – Land Development**
Department/Division: Community Development / Engineering Services- Land Development
Reports To: department director
FLSA Status: exempt
Union Status: management
Approval/Revision Date: November 2006

POSITION SUMMARY:

This position manages the operations of the Engineering Services--Land Development division, including supervising the division's employees, coordinating assigned activities with other departments and outside agencies, and providing highly responsible and technically complex staff assistance to the department director. The work performed requires a high level of technical proficiency in both civil engineering and land use administration as well as management, supervisory, and administrative skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Other duties may be assigned as needed.

1. Manage services and activities of the Engineering Services Land Development Division including preliminary engineering review for private development projects, construction plan review, and construction inspection to ensure compliance with city regulations, design standards, policies and procedures.
2. Monitor and assist the plan review and permit issuance process; investigate and resolve complaints and inquiries.
3. Supervise planning and engineering staff, including assigning tasks, reviewing employees' work processes and products, counseling employees, giving performance evaluations, and recommending disciplinary action.
4. Develop and manages the division's budget.
5. Develop short- and long-range plans for the division, including developing, recommending, and implementing new land development review systems, policies and procedures.
6. Develop recommendations or coordinate updates with affected departments on policies, plans and engineering standards pertaining to land development.
7. Oversee and authorize engineering approvals of road, water, sewer, and storm water engineering plans for land development applications.
8. Review transportation studies and analyzes concurrency issues and impacts associated with proposed developments, including identifying and recommending mitigation for development impacts, and communicating and coordinating with property owners, citizens, city departments, and other agencies.
9. Review developer extension plans for city utilities and streets in accordance with city standards, requirements, and accepted engineering/construction practices.
10. Oversee the preparation and tracking of water and sewer connection applications and answers questions concerning fees to the public and the developers.
11. Oversee the maintenance and calculation of the city's fee recovery programs for water and sewer.

12. Respond to inquiries or complaints from internal and external customers regarding engineering design and development standards, development permits and construction, subdivisions, variances and other land use regulations.
13. Represent the city at public meetings before the planning commission, hearing examiner, and/or the city council and public meetings on land development issues and applications; participates in technical review committees; and may represent the city on inter-agency committees dealing with land development issues.
14. Prepare a variety of written documents, such as correspondence, memoranda, city council agenda bills, and technical reports.

KNOWLEDGE, SKILLS AND ABILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Principles, practices and techniques of land use planning and development.
- Principles, practices and techniques of engineering related to land development and construction.
- Federal, state, and local laws, design standards, and technical manuals related to land use planning, land development and construction.
- Principles and practices of management and supervision.
- Principles and practices of municipal budgeting.
- Functions and operations of equipment used to perform essential duties.
- Safety regulations, standards, guidelines, and practices regarding assigned equipment and duties.

Ability to:

- Apply advanced land use planning and civil engineering skills to the review of land development applications, engineering plans, and construction plans.
- Read, interpret and apply engineering plans, specifications, contracts and other construction documents, and drafting procedures related to program area.
- Use a variety of modeling programs, such as transportation or surface water drainage, to perform engineering calculations and related analyses.
- Plan, organize and supervise the work of subordinate employees, including training them, assigning and evaluating their work, and providing job performance feedback.
- Critically analyze current policies, practices, and procedures, and recommend and implement changes as needed.
- Critically analyze and resolve or recommend action to management about complex issues or problems.
- Communicate effectively, orally and in writing, including the ability to listen effectively and to explain complex issues and applicable legal requirements, policies, and procedures to internal and external customers.
- Operate IBM-compatible personal computer, including word processing, spreadsheet, and database software applications.
- Operate specialized software applications related to program area.

QUALIFICATIONS:

Experience:

Five years related professional experience, including two years of supervisory experience, is required.

Education and Training:

Bachelor of Science degree in civil engineering or a related engineering specialty, or a combination of education and experience that provides equivalent knowledge is required.

Licenses or Certificates:

- Professional Engineer license is required.
- Must possess, or have the ability to possess within six months of hire date, a Washington State driver's license.

PHYSICAL DEMANDS / WORKING CONDITIONS:

The physical demands and characteristics of the work environment described here are representative of those occurring in the performance of the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee is frequently required to stand; walk; sit; kneel, bend, or climb and to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee occasionally lifts and/or moves up to 25 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Work is performed mostly in an office environment with some time spent at construction sites. At construction sites, the employee may be exposed to physical hazards such as moving traffic and heavy construction equipment. Indoors, the noise level is usually low; outdoors, the noise level may be moderate to loud.

Attendance at some evening meetings is required.

This position description generally describes the principle functions of the position and the level of knowledge and skills typically required. It does not constitute an employment agreement between the employer and employee, and it is subject to change as the needs of the employer and the requirements of the job change.



Engineering Services Manager

Class Code:
330

Bargaining Unit: NON-REPRESENTED

CITY OF PUYALLUP
Established Date: Aug 1, 2008
Revision Date: Nov 3, 2011

SALARY RANGE

\$39.91 - \$51.87 Hourly
\$6,917.00 - \$8,991.00 Monthly
\$83,004.00 - \$107,892.00 Annually

DEFINITION:

This is supervisory, professional and administrative work in directing the Engineering Division of the Development Services Department. The position is responsible for planning, organizing, directing, coordinating, and evaluating the work of the division. Work performance is reviewed for the quality and quantity of the results produced by personnel in the division. Frequent and considerable contact is maintained with engineering consultants, contractors, county, state and federal agency representatives, City Council members, division personnel, and the public. Work is performed primarily in an office setting with occasional visits to construction sites in the field.

ESSENTIAL FUNCTIONS:

- Oversees the delivery of local engineering services including development review, transportation, and drainage;
- Serves as manager for the Engineering Division; represents engineering issues to the City Council;
- Reviews private development plans and specifications including short plats, subdivisions, and legal descriptions;
- Responds to citizen complaints relating to engineering activities; recommends modifications to projects as necessary;
- Selects, trains, motivates, and evaluates project engineering personnel;
- Provides or coordinates staff training;
- Works with employees to correct deficiencies;
- Implements discipline and termination procedures;
- Oversees and participates in the development and administration of the annual budget;
- Participates in the forecast of funds needed for staffing, equipment, materials and supplies;
- Monitors and approves expenditures;
- Implements adjustments;
- Updates existing and establishes new street construction standards, codes, and regulations;
- Serves as staff on a variety of boards, commissions and committees;
- Prepares and presents staff reports and other necessary correspondence;
- Provides responsible staff assistance to the Development Services Director;
- Attends and participates in professional group meetings;
- Stays abreast of new trends and innovations in the field of engineering;

Performs other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- The principles and practices of civil engineering as applied to private development projects;
- Modern methods and techniques used in the design, construction and inspection of private development projects; and
- Laws, regulatory codes and professional standards applicable to design and construction of private development projects.

Ability to:

- Plan, implement successfully and evaluate effectively division policies and procedures;
- Supervise efficiently the plan review and inspection of private development projects;
- Use current computer technology and recommend technical upgrades for use by staff;
- Communicate effectively, orally and in writing;
- Gather and analyze data and develop clear, concise and comprehensive reports, correspondence and other written materials;
- Present technical material in a clear and concise manner to various groups;
- Plan, direct and evaluate the work of subordinates;
- Create and meet schedules, time lines and work independently with little direction;
- Operate a motor vehicle;
- Work on multiple, concurrent tasks, with frequent interruptions;
- Effectively work in a team environment, contribute openly, respectfully disagree, understand the ideas of others, listen well and work for consensus; and
- Establish and maintain effective working relationships with the Director, City officials, City Manager, representatives of federal and state agencies, subordinates, consulting engineers, contractors and the public.

Education and Experience:

- Six (6) years of supervisory professional level civil engineering work experience of a municipal nature and graduation from a college or university with a Bachelor's degree in Civil Engineering; or substituting graduate level course work or training in Civil Engineering or Engineering Management, or 10 plus years of Engineering Plan review experience with 3 of those years as a supervisor or project manager; or a combination of education, experience, and training that indicates the ability to successfully perform the essential functions of the position listed above.

PHYSICAL CHARACTERISTICS AND WORK ENVIRONMENT:

Constant use of sight, hearing, and speech abilities necessary to perform essential functions and to communicate with others. Constant fine finger manipulation and use of hands and arms in reaching/handling/fingering/grasping while operating office equipment and computers, preparing written documentation, handling paperwork, etc. Frequent sitting, may be extended at times, while doing desk activities. Frequent bending/twisting at waist/knees/neck while working at desk, worktable, or moving from sitting to standing position. Frequent standing in combination with walking (short distances) throughout work shift in office areas. Occasional lifting/carrying up to 25-pound documents, materials, file boxes, etc. Occasional pushing/pulling force up to 10 pounds opening doors, drawers, and moving materials. Occasionally required to negotiate uneven terrain on field site visits. Requires mental acuity to ensure thorough mental analysis of situations in a fast-paced environment. Works primarily indoors in a climate-controlled office environment with low noise levels, with occasional field site visits and public meetings, including evening meetings.

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SUPERVISION:

Work is performed under the general direction of the Development Services Director, but requires a high degree of initiative, independent judgment and professional expertise. Work is reviewed through periodic consultation with the administrator. This position exercises direct supervision over professional and technical staff.

SPECIAL QUALIFICATIONS:

- Possession of or the ability to obtain, and maintain throughout employment, a valid Washington State driver's license.

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