



# Employment Opportunity

Kittitas County, Washington

**POSTED: 10/10/2018**

**CLOSES: Open Until Filled**

## COUNTY ENGINEER

The current vacancy in Public Works is a full-time, benefited, non-union, exempt position expected to begin as soon as possible. Anyone who meets the qualifications stated below may apply. Screening will commence on 11/07/2018 and continue until a suitable candidate has been found.

**SALARY RANGE:** \$8,212- \$11,051 per month.

### ESSENTIAL FUNCTIONS

- Fulfill the statutory duties of County Engineer as provided in RCW 36.80. Supervise the Design Construction Division. Provide professional direction and support to all engineering and technical positions.
- Design, prepare, and coordinate the development of construction engineering plans and specifications on all (as a project manager) or portions of (as a team member) road, bridge, drainage, or traffic signage and design improvements, and other transportation improvement projects and similar designs. Develop cost estimates and recommendations towards final cost estimates. May certify with Professional Engineer's seal and signature, if applicable, that engineering designs conform to accepted professional engineering standards and practices and the requirements of Washington State law.
- Prepare and participate in the development of detailed construction drawings, topographical profiles and related maps and specification sheets used in Public Works design projects planning and construction coordinating closely with the County Surveyor.
- Review complex design plans and specifications for conformance to job requirements. Develop and check complex specialized contract provisions, design agreements and design calculations and attend pre-bid and pre-construction conferences to outline principle construction features.
- Compute advanced mathematical calculations used in developing profile, cross-sections, etc. Plot, profile and cross-section, figure grade lines, calculate plots, traverses and similar criteria. Establish points and elevations, proper location and drainage for streets, levees, airport runways and other like structures.
- Utilize modern computer assisted drafting programs and techniques in plan review and project design; monitor technology trends and make recommendations to the Director as needed.
- Review and coordinate the preparation and use of traffic signs; prepare plans and drawings for other traffic control devices; develop and analyze results of traffic engineering studies. Supervise the Traffic Division of road maintenance.
- Check street plans and profiles of short plats and sub-divisions in order to assure conformance to standards of the American Public Works Association, State Department of Transportation, and County ordinances. Prepare Engineer's reports relative to design deficiencies and recommend the proper corrective action in obtaining compliance. May represent Public Works at public hearings.
- Review development plans for storm drainage compliance with County and State Department of Ecology Standards. Prepare staff reports with respect to utilities for proposed developments. Design

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and coordinate subsurface and drainage improvement projects. Prepare summaries of design deficiencies and recommend the proper corrective action.

- Explain and interpret agreements to contractors; enter “as built” information to office plans. Evaluate partial stage completion and recommend contract payments. Prepare construction reports for matching funds and cooperative contracts with federal, state and city governments.
- May oversee all or a portion of the Department’s Flood Control Zone District coordinating closely with the Department’s Water Resources Manager.
- Supervise the Construction Manager and provide oversight for the Design Construction Division of Public Works.
- Oversee the inspection of the construction of public works projects; review plans and specifications for contract construction work; observe the work of the contractor and verify that it conforms to plans and specifications. Request and monitor material quality control review, sampling and analysis; preparation of soil profiles (testing and sampling) in connection with roadway location and construction design; evaluation of construction materials. Ensure record files relative to sampling and testing are complete and accurate. May prepare and review the preparation of monthly cost and progress estimates, other engineering data and final reports upon the completion of construction jobs. Ensure that all phases of road projects proceed on schedule. Ensure compliance from utility companies and other organizations involved in projects and that their construction meets specifications.
- Coordinate contractor laboratory tests of soil conditions and all testing of materials associated with Department construction projects.
- Coordinate with surveyors in the computation of survey field notes and the preparation of topographic and contour maps, plans, profiles, cross-sections, mass diagrams, and other data; personally, does the more difficult computations and engineering drafting. Review the computations, drawings, and mapping of surveyors or consulting engineers; prepares estimates of materials and earthwork quantities and costs for construction and maintenance of structures; may prepare and check property descriptions.
- Assist general public by answering questions and making referrals relative to special use permits, road improvements, and developments, both in the office and at neighborhood meetings; explain requirements of special use permit process, developments and road improvement districts and methods of establishing them; maintain close coordination between parties involved (citizens, Commissioners, other Public Works officials) from beginning to project end.
- Prepare more difficult and administrative reports, develop correspondence, records, and comprehensive reports as assigned in support of engineering projects.
- Direct investigations and work with appropriate personnel to develop resolutions of claims and complaints from contractors or property owners. Maintain office records of design, construction and other engineering activities, as required by County, State, and Federal regulations.
- Coordinate with the County Surveyor to ensure accurate, complete and quality field survey data is collected and that information is acquired in a cost-effective, efficient manner. Direct the preparation of, and prepare, more complex property descriptions.
- Develop and maintain effective relations with the public. Represent Public Works on various committees, at neighborhood organization and community meetings, public hearings, before governmental bodies, and in legal processes.
- Assist in the development of a needs assessment in regards to the reconstruction, rehabilitation and/or routine maintenance of the County’s transportation system.
- Perform routine and in-depth inspections for all types of bridge and culvert deficiencies and maintenance items that require replacement, rehabilitation and/or repair.
- Works directly with the Engineering Services Manager managing the County’s Bridge Inspection program.
- Lead all required annual County Road Administration reporting efforts.

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- Oversee all transportation improvement grant applications and manage grant compliance requirements.

*This job description is a summary of the primary functions and expectations for this position. Additional department- related duties may be assigned as required.*

### **MINIMUM QUALIFICATIONS**

- Bachelor's degree from an accredited college or university in civil engineering or a related field, and four (4) years of broad-based experience in civil engineering that would ensure knowledge required for the duties of the job OR any combination of education, training, and experience that would ensure the knowledge required to successfully perform the duties of this position.
- Four (4) years' experience supervising professional technical staff.
- Possess and maintain a Professional Engineer License from the State of Washington or a state having reciprocity with Washington. If not certified in the State of Washington, must be able to obtain a State of Washington Professional Engineer (Civil) license within six (6) months of hire.
- Possess and maintain a valid Washington State driver's license, with no more than two (2) moving violations within the past two (2) years.
- Obtain certification as a Washington State Bridge inspector within two (2) years of hire.
- A criminal history and background check will be performed on qualified candidates. Convictions may preclude candidates from employment in certain circumstances. Factors such as relativity to the position, age at time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

### **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

- Possess or have ability to acquire and maintain first aid certification within the first six (6) months of hire.
- Proficient with computers, to include Microsoft Office Suite, MS Project, Autodesk AutoCad Civil 3D and related surveying/engineering software; GIS applications, and ability to learn and utilize other programs specific to the department and/or County quickly.
- Possess excellent advanced mathematical skills and knowledge of modern engineering methods, practices, techniques, and technology.
- Effectively complete the essential job functions independently as well as being able to actively engage in a team environment.
- Provide leadership, motivation, and guidance to staff, and assist with hiring, professional development, and disciplinary processes.
- Follow established policies and procedures and attain rigorous high level quality controls.
- Excellent interpersonal skills. Establish and maintain positive and respectful working relations with all employees, outside agency representatives, sub-contractors, and citizens. . Ability to respond to common inquiries or complaints from customers, regulatory agencies, etc. in a courteous and professional manner.
- Able to organize and prioritize in order to effectively work in a multi-task and busy work environment with demands from multiple sources and projects.
- Excellent verbal/non-verbal and written communication skills, to include public presentation and the ability to tactfully communicate complex information to a diverse population with varying levels of technical expertise.
- Possess research and data analysis skills, with the ability to arrive at appropriate conclusions, and make recommendations.
- Exercise good judgment and discretion with regard to sensitive or confidential matters.

- Ability to read, analyze and interpret State and Federal regulations and abide by County policies, procedures, and standards.
- The ability to obtain Washington State Department of Transportation bridge inspection certification within two years of hire.

### **PREFERRED QUALIFICATIONS**

- High proficiency and extensive experience using AutoDesk CIVIL 3D producing transportation improvement designs.
- Topographic survey field data collection experience including importation of field data creating a three dimensional surface supporting the basis of improvement designs.
- Proven leadership skills supervising the full spectrum of transportation system improvements.
- Current certification as a bridge inspector from the Washington State Department of Transportation.

### **WORKING CONDITIONS**

Work is performed in a standard office setting and in a variety of outdoor environments such as field visits to remote, offices, work sites, projects and inspections.

Exposure to inclement weather including temperature extremes and windy/ dusty conditions will occur. Work may occasionally be performed in close proximity to moving mechanical parts and equipment that causes vibration. The noise level is usually loud in the field and moderately quiet in the office. Ability to sit, stand, walk, climb, stoop, kneel, crouch, crawl, twist, grasp, and reach with arms and legs. Must have ability to lift, push, pull, or move up to 50 lbs. and occasionally higher with assistance. Must be physically capable of moving about construction sites and traversing uneven and/or rugged terrain. Must have close, distance, color, and peripheral vision, depth perception, ability to adjust focus, and the ability to read printed materials, computer screens, and monitors. Must also have hearing and speech to clearly communicate in person, over the telephone, and by radio. Safety rules and regulations must be adhered to at all times; PPE must be worn when required for employee safety.

Occasional exposure to angry or emotional customers and/or emotionally charged situations, including natural disasters or other emergencies. There is common necessity to work extended hours, particularly during emergencies.

Travel throughout the county is required to perform many of the essential functions; occasional travel outside the county may be required to attend meetings, training, or other events. Must have the ability to safely operate a motor vehicle in all types of weather and all levels of light.

Regular attendance and punctuality are required and expected Monday – Friday from 8:00 AM to 5:00 PM; however, exempt/management positions are expected to work the number of hours required to complete the duties of the position, which will often include evenings, weekends and holidays.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **APPLICATION PROCESS**

Applicants must apply online using the electronic recruitment portal. The following items are required:

1. Kittitas County Employment Application
2. Resume
3. Letter of Interest
4. Three Professional References and Three Personal References
5. Supplemental Exam Answers

#### **SUPPLEMENTAL EXAM QUESTIONS**

1. Please describe your understanding of the National Bridge Inspection Program and detail specific experience you have inspecting bridges in the State of Washington.
2. Please detail your experience working with maintenance groups supporting hydraulic permit applications and directing maintenance improvements.
3. Federal Aid construction projects demand significant attention to contract administration details. Please list the kinds of practices you utilize keeping good control of project reporting requirements.