

PLEASE POST

The City of



Invites Applications for

**Development Review Engineer
Community Development Department**

SALARY RANGE: Salary range: \$6,199 - \$7,672/month, DOQ/E. Plus an excellent benefits package.

APPLICATION DEADLINE: First review February 1, 2010; the position will remain open until filled.

TO APPLY: Submit a City employment application form and letter of interest to: Jenna Young, Human Resources Officer. A copy of the City's employment application can be found online at: www.ci.bonney-lake.wa.us or at City Hall. Email questions to: youngj@ci.bonney-lake.wa.us

DESCRIPTION: Under the direction of the Community Development Director performs a variety of complex administrative, supervisory, technical and professional engineering work in the review, approval and inspection of private infrastructure development work. 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, water, sewer and other infrastructure needed for development. Provides supervision over construction inspector and assigned support staff. Known for its several lakes, the City of Bonney Lake is a rapidly growing community of 16,500 residents located 19 miles East of Tacoma and 34 miles SE of Seattle.

DESIRED QUALIFICATIONS: **Education and Experience:** Graduation from an accredited four-year college or university with a degree in civil engineering or a closely related field; Eight or more years experience in civil engineering, with four (4) years development services related experience, preferably in a municipal setting; PE preferred but not required. **Necessary Knowledge, Skills and Abilities:** Thorough knowledge of the principles and practices of civil engineering, infrastructure development, civil plan review, construction inspection, Ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with the public, development community, employees, and supervisors; ability to exercise sound judgment in evaluating situations and in making decisions; ability to give clear verbal and written instructions.

**Position is open until filled
In order to be considered in the first review,
please apply by January 29, 2010**

In accordance with State law, the City of Bonney Lake has a policy of limiting smoking in the workplace.

The City of Bonney Lake is an Equal Opportunity Employer

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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: 19
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.