



**City of Port Townsend Job Description
Deputy Public Works Director/City Engineer**

Classification title:	Deputy Public Works Director/City Engineer	Working title:	Deputy Public Works Director/City Engineer
Department:	Public Works	Union:	No
FLSA status:	Exempt	Wage Classification:	Non-Bargaining
Hours:	Full Time	Effective date:	November 2022
Reports to:	Public Works Director	Civil Service:	No

JOB SUMMARY

Under the general direction of the Public Works Director, assists in planning, organizing, directing and supervising the activities of the Public Works department, including engineering, water resources, streets, sewer, stormwater, waste water treatment, biosolids and fleet. Oversees the City’s Capital Improvement Program to include the planning, design, and construction of capital and infrastructure projects. Oversees the public works development review process. Coordinates the activities of the Capital Projects Management Team. Serves as the City’s registered professional Civil Engineer to review, stamp and sign engineering drawings on behalf of the City. Serves as the Acting Public Works Director in the Public Works Director’s absence.

Develops and implements policies, procedures, and practices, including financial systems, to accomplish the objectives of the Engineering Division and the Public Works Department. Assures the efficient and economical use of City resources, including personnel, funds, facilities, grants, and time to accomplish short-term and long-range objectives.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Under the direction of the Public Works Director:

- Administer the activities of the Engineering Division to assure quality delivery of capital projects, as well as support services to other departments. Anticipate, expedite and resolve problems in a way that enables the Engineering Division to be productive and maximize its resources.
- Works closely with the Public Works Director to support administration of Public Works Operations.
- Provide back-up to the Public Works Director on public works operations.
- Coordinate the meetings of the Capital Projects Management Team, obtaining input and feedback from finance, city manager, city attorney and planning.
- Manage, plan, direct and evaluate the operations, activities, and overall performance of the Engineering Group. Work in concert with the Public Works Department.
- Works with the Director in the setting of short- and long-term goals, priorities and project assignments. Provide leadership to assure the goals are met.
- Initiate and lead reviews of public works related processes.
- Oversee the preparation and implementation of the annual Transportation Improvement Plan, Capital Improvement Plan and Capital Facilities Plan.
- Participates in the development of the annual department budget, including capital improvement and contract services budgets. Track and monitor project schedules, budgets and expenditures.

Develop and maintain appropriate financial records for tracking capital projects and engineering staff labor costs in coordination with the finance department.

- Serve as a consultant and technical advisor on a variety of civil engineering matters; Attend City Council, City Planning Commission and other public meetings as necessary concerning Public Works projects and activities.
- Respond to inquiries from contractors, bidders, developers, City officials and the general public.
- Manage public works infrastructure projects including project planning, scheduling, cost estimating, public participation programs, preparation of design plans and specifications, construction related activities; and other aspects of public works projects.
- Maintains close coordination with the Finance, Development Services, and Administrative Services Departments in the execution of the City's capital projects program
- Oversee consultants performing work for the city on these projects.
- Prepare environmental documents and permit applications for projects.
- Prepare utility planning documents. Maintain project files and records.
- Prepare grant applications and manage state and federal grant-funded projects per grant conditions and requirements.
- Prepare written and verbal reports and maintain records as required for state and federal aid projects.
- Oversees preparation and revision of development standards. Oversees review development projects for consistency with public works standards.
- Assist city crews and other city staff by providing engineering expertise and regulatory guidance in the operation, construction, maintenance and repair activities for the city's infrastructure.
- Respond to citizen requests and concerns related to Public Works activities, addressing complaints and resolving problems.

KNOWLEDGE, SKILLS AND ABILITIES

- Theory, principles, practices and techniques of public works, traffic engineering, municipal water and sewer engineering, utilities maintenance and construction management functions.
- Principles and practices of civil engineering as they apply to planning, design and construction of municipal infrastructure.
- Federal, State and local law, codes and regulations affecting civil engineering projects and governing the administration of public works and public utilities functions and activities.
- Proficient Microsoft Office Suite computer skills, including Word and Excel; computer systems, interfaces and data storage.
- Ability to manage a diverse group of engineers and support staff.
- Ability to prepare comprehensive reports, contract documents, and other engineering documents.
- Ability to work in a demanding environment that requires conflict resolution skills, a keen awareness of deadlines and excellent time management skills.
- Ability to manage infrastructure planning and design projects from design development through construction.
- Ability to deal courteously and tactfully with the public and with general contractors.

QUALIFICATIONS

Required

- Bachelor of Science in Civil Engineering or related engineering program
- Six (6) + years progressively responsible experience in civil engineering at least four (4)+ of which are at a management and supervisory level. The ideal candidate will have experience in a public sector municipality or working as a consultant fulfilling the role of a City Engineer or similar role.
- Demonstrated experienced with the design and construction of public works projects and management of capital construction programs.
- Licensed as a Professional Engineer in the State of Washington, or ability to obtain a Washington State P.E. license within 1 year.

WORKING CONDITIONS

Work is performed mostly in an office environment and requires the ability to sit for long periods of time and to operate a variety of office equipment, including a keyboard. Field work is performed at times to review sites, collect data and observe construction progress. Physical effort may be required to lift equipment and system parts, which weigh up to 50 pounds. Occasional field work and reconnaissance in ravines or other more rugged terrain and in all types of weather. Physical hazard may occur from exposure to traffic or rugged field terrain.

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.

- Possess a Washington Driver's License and maintain a driving record acceptable to the City's insurance carrier.

The City of Port Townsend is an equal employment opportunity employer. The City employs, retains, promotes, disciplines and otherwise treats all employees and job applicants strictly on the basis of job-related qualifications and competence. These policies and all employment practices shall be applied without regard to any individual's sex, race, color, creed, religion, national origin, sexual orientation (including gender identity), pregnancy, age, marital status, military status, disability, genetic information, or any other characteristic protected by law.

This job description in no way implies that these are the only duties to be performed. The employee occupying the position will be required to follow any other job-related instructions and to perform any other job related duties requested by their supervisors.

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

