



## POSITION DESCRIPTION

Class Title: Staff Engineer  
Reports to: Public Works Director  
Union/FLSA: Exempt  
Salary Range: 76,489-106,305

### DESCRIPTION

Provides quality customer service (internal and external), manages design and construction of City's capital projects, performs advanced civil engineering work in the planning, design, and construction of municipal public works facilities and infrastructure, which includes streets, signals, storm water, parks and municipal buildings; manages, coordinates and reviews development projects for consistency with City codes and standards; oversees both private and City infrastructure construction and performs inspection to assure City development standards are followed. The position may act as a liaison to other public agencies, engineering consultants, public utilities, and developers. Acts as Public Works Director in their absence.

### MINIMUM QUALIFICATIONS

**Education:** Bachelor's degree in Civil Engineering or related field such as construction management, or a combination of education and experience that provides equivalent knowledge is required. Must possess a Professional Engineer license in the State of Washington.

**Licensing:** Valid Washington state driver's license or the ability to obtain one within 30 days from the date of hire.

### ESSENTIAL FUNCTIONS

- Plans and executes engineering elements related to structures, transportation, including pedestrian access, and surface water management. Assists in developing project budgets and schedule.
- Serves as lead for assigned projects including coordinating the preparation of plans, specifications and estimates, project design review, environmental compliance, right of way and easement acquisitions.
- Performs project/construction management responsibilities, including coordinating and monitoring construction engineering activities with city staff, consultants and applicable agencies; ensuring compliance with plans and specifications; performing quality control tasks; permit and code compliance inspection, tracking project budget.

- Assists in formulating, City-wide short and long-range, strategic planning activities in coordination with the Public Works Director.
- Review of private development plans and specifications including short plats, subdivision, legal descriptions, and easement descriptions.
- Provides assistance to contractors and the general public regarding civil related permits and fees.
- Executes the preparation of plans, specifications, and cost estimates of in-house design projects. Manages design projects prepared by consultants, performs quality reviews of all plans and contract documents before they are used in the public bidding process for city construction projects.
- Prepare clear and concise technical reports on various engineering projects including those receiving federal, state, or local financial aid. Prepares grant applications and other documents to obtain alternative or supplemental funding sources for programs.
- Update existing and assists in the establishment of new street construction standards, codes, and regulations.
- Prepares a variety of other written documents, such as correspondence, memos, city council agenda bills, contracts, agreements, and technical reports in a timely manner.
- Attends and represents the city at various meetings as necessary.
- Assists in defining consultant selection criteria, and negotiating professional service agreements for assigned projects. Participates in consultant selection process for projects assigned to other staff.
- Requires consistent, in-person attendance on the job site.

## ABILITY TO

- Ability to communicate effectively both orally and in writing and to explain complex issues and applicable legal requirements, policies, and procedures to internal and external customers.
- Perform complex research and analysis.
- Read, interpret, and apply engineering plans, specifications, contracts, and other construction documents, and drafting procedures related to program area.
- Read and understand legal descriptions.
- Operate Windows base operation system personal computer, including word processing, spreadsheet, and database software applications. Operate specialized computer-aided drafting and design and familiarity with Bluebeam and asset management software.
- Coordinate and schedule complex activities involving several stakeholders with competing needs and expectations.
- Work independently, manage multiple projects and meet deadlines.
- Exercise good interpersonal skills, including tact, patience, and courtesy. Ability to interact in a professional manner with coworkers, customers, and other agencies.

## THE CITY

Those who live and work in Milton enjoy its small-town appeal and the quiet, peaceful community feel, surrounded by fields, trees, open vistas, trails, and gardens. Its quiet atmosphere offers a welcome respite from the hustle and bustle of neighboring Tacoma, just ten minutes away. Through strong leadership, frequent community events, quality schools, and strong relationships between citizens, business and city government, Milton has retained its picturesque charm and quality.