



The City of Arlington announces an
Employment Opportunity:

SENIOR ENGINEER

Salary Range L: \$6,929 - \$8,958 per month
Department: Public Works
Classification: FLSA Exempt, AFSCME Represented
Closing Date: 4:00 p.m. on January 27, 2017

The Position:

This individual performs a full range of civil/municipal engineering duties such as design, engineering, field work, surveying, drafting, permit processing, inspections, enforcement, assessment and local improvement district proceedings. Support various capital and maintenance projects including budgeting, scheduling, administration, and staffing. Confer with department heads, elected officials, various public groups, individuals and other government agencies on issues, alternatives and proposals. See official job description for complete listing of essential job duties.

Requirements:

- U.S. Citizen or legally eligible to work in the United States.
- Valid Washington State Driver's License and a driving record acceptable to the City.
- Bachelor's Degree in Civil, Mechanical, or related engineering discipline.
- Current registration as a Professional Engineer in the State of Washington, or the ability to become registered within six months of hire.
- Four (4) years of increasingly responsible professional level engineering experience; experience with municipal/public works engineering preferred.
- Or any combination of education and experience that would provide the necessary knowledge, skills, and abilities to successfully perform the essential functions of the job may be considered.
- Successfully pass a WSP WATCH background check.

Application and Selection Process:

Complete City of Arlington [Application for Employment](#) and Supplemental Questionnaire. Also include a Cover Letter, Resume, proof of college degree and certifications, and Driver's Abstract from Washington State Department of Licensing.

Applications and/or supporting documentation may be submitted:

- By mail or in person at City of Arlington, HR Department, 238 N Olympic Ave, Arlington, WA 98223
- By email at hr@arlingtonwa.gov
- By Fax at (360) 403-4605

Qualified applicants may be invited to take part in an interview, written aptitude test and/or field test on Wednesday February 1, 2017. Applicants will be notified by email or telephone. Questions can be directed to (360) 403-3614 or hr@arlingtonwa.gov

CITY OF ARLINGTON

JOB DESCRIPTION

Title: *Senior Engineer*
FLSA: *Exempt*
Union: *AFSCME Represented*
Reports To: *Designated Supervisor*

Job Summary

This individual performs a full range of civil/municipal engineering duties such as design, engineering, field work, surveying, drafting, permit processing, inspections, enforcement, assessment and local improvement district proceedings. Support various capital and maintenance projects including budgeting, scheduling, administration, and staffing. Confer with department heads, elected officials, various public groups, individuals and other government agencies on issues, alternatives and proposals. May supervise members of the Public Works Engineering staff as assigned.

Work is performed in an office environment and field locations. Travel is required to various City locations as well as out of City locations for meetings and conferences. Equipment utilized includes vehicles; standard office equipment as well as specialized equipment to include plotters and survey equipment. Attendance at weekend and evening meetings may be required.

Essential Job Functions:

- Perform professional engineering work in the planning, design, construction and inspection of public works projects including: Comprehensive plans, studies, street and roadway improvements, sewer/water utility improvements, and surface water management systems and improvements.
- Coordinate with department staff and other City departments on all matters relating to engineering design and construction standards, needs and requirements.
- Present information to elected officials at public meetings.
- Participate in the City review of proposals for and construction of subdivisions and commercial, industrial and other development projects to ensure compliance with applicable rules, regulations and policies. Compile cost estimates, specifications, plans, contract provisions, and supervise the letting of construction contracts for City projects.
- Promote and represent the City in a positive and effective manner with a high level of integrity.
- Participate in the selection and coordination of various consultant firms and individuals engaged by the City to assist in the development and conduct of municipal projects.
- Prepare and present regular and special reports on engineering matters and public works projects and improvements.
- Develop and/or participate in the development of grant applications and the administration of grants for the planning, design and construction of facilities within the City.
- Utilize industry established best management practices to perform the duties of the position and maintain public safety, as it relates to Public Works and within the purview of this position.
- When assigned, supervise subordinate staff. Supervisory duties include, but not limited to, establishing expectations and goals, provide mentoring, monitor progress in meeting

expectations and goals, provide feedback, provide annual reviews, and if necessary provide progressive disciplinary action in accordance with City policies.

Required Knowledge, Skills and Abilities

- Knowledge of traffic and transportation engineering principles.
- Knowledge of principles related to utility infrastructure, including but not limited to hydrology, hydraulics, and water treatment.
- Be able to effectively learn and adapt to new or changing industry concepts, regulations, codes, departmental and City processes, and best engineering practices.
- Knowledge of and experience with engineering computer programs as well as Microsoft Office products.
- Ability to interact and collaborate with other City departments, develop and agree on sound solutions that benefit the City, its citizens, and the City's customers.
- Ability to communicate effectively and clearly to a variety of audiences, orally and in writing.
- Ability to establish and maintain effective working relationships with City officials, employees, vendors, intergovernmental agencies and the general public.
- Ability to maintain a positive calm attitude while performing duties and in adverse situations.
- Ability to work outdoors in all types of weather conditions.
- Hearing and visual acuity and manual dexterity necessary to perform the duties of this job description.
- Ability to perform duties with limited supervision while effectively meeting all established goals and standards.
- Knowledge of federal, state, and local laws and regulations as it relates to both public and private developments.
- Ability to read, understand, interpret, analyze, and prepare engineering plans, specifications, engineering drawings and related regulations and information.
- Knowledge of and experience with AutoCAD.

Qualifications

- U.S. Citizen or legally eligible to work in the United States.
- Valid Washington State Driver's License and a driving record acceptable to the City.
- Bachelor's Degree in Civil, Mechanical, or related engineering discipline.
- Current registration as a Professional Engineer (PE) in the State of Washington, or the ability to become registered within six months of hire.
- Minimum four (4) years of increasingly responsible professional level engineering experience; experience with municipal/public works engineering preferred.
- Or any combination of education and experience that would provide the necessary knowledge, skills, and abilities to successfully perform the essential functions of the job may be considered.
- Must successfully pass a WSP WATCH background check.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.