



City of Yelm

Planning & Economic Development Department

*105 Yelm Avenue West
Yelm, WA 98597*

Position Description Civil Review Engineer

Position Title: Civil Review Engineer
Department: Planning & Economic Development
Location: Yelm City Hall
Union: AFSCME AFL-CIO
Salary Range: \$67,980-\$81,072

GENERAL PURPOSE

Reviews civil engineering plans for constructability and compliance Yelm standards and good engineering practices. Coordinates the civil plan review process with the Public Works Department utility personnel (water, wastewater, stormwater, and streets) and planners. Provides a single point of contact for customers during the civil plan review and construction inspection stages of development.

SUPERVISION RECEIVED

Works under the general guidance and direction of the Planning & Economic Development Director. The Public Works Director provides technical direction in matters relating to City engineering and design standards. At times works under the general guidance and direction of the Public Works Director, when assigned.

SUPERVISION EXERCISED

None. Provides leadership and guidance to project team members as needed and assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Reviews private project development plans for compliance with codes, regulations, and standards, adequacy of applications for permits and compliance with approved plans.

Inspects and approves construction for private development projects and coordinates with Public Works staff to ensure private development projects are consistent with approved plans and Yelm engineering standards.

Inspects construction work under excavation, clearing and grading permits.

Determines which codes, regulations, and requirements are must be met for private development projects.

Provides a single point of contact for customers through the civil plan review and construction inspection process. Coordinates closely with Public Works and Planning staff.

Assists in the preparation of sanitary storm drainage, street system maps, databases, and comprehensive transportation plans.

Assists in maintaining the engineering library and infrastructure records.

Assures as-built records of projects, and documents necessary changes for the operation and maintenance programs.

Responds to public or other inquiries relative to engineering procedures on specific projects and other information.

Maintains regular contact with consulting engineers, construction project engineers, City, County, State and Federal agencies, professional and technical groups and the public regarding division activities and services.

Assists in the evaluation of transportation and traffic impacts of development proposals, including construction projects, rezones, and subdivisions. Reviews traffic, utility and other studies and reports for development projects.

PERIPHERAL DUTIES

Provides technical support to City staff for civil engineering related projects.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- A. Graduation from a four-year college or university with a degree in civil engineering or a closely related field;
- B. Minimum of two years previous professional civil engineering experience; and
- C. Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- A. Thorough knowledge of civil engineering principles, practices and methods as applicable to a municipal setting; Considerable knowledge of applicable City policies, laws, and regulations affecting division activities;
- B. Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, City officials and the general public; Ability to conduct necessary engineering research and compile comprehensive reports.

SPECIAL REQUIREMENTS

- A. Valid Washington State Driver's License or ability to obtain one.
- B. Registration as a Professional Engineer (PE) is preferred; Engineer in Training (EIT) is required;

- C. Minimum of two years previous professional civil engineering;
- D. Must be physically capable of moving about on construction work sites and under adverse field conditions.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, and data base and computer-aided-design software; standard drafting tools; surveying equipment including level, theodolite and electronic distance measuring devices; motor vehicle; phone; mobile radio.

PHYSICAL DEMANDS

The physical demands described here are representative of those that needed by an employee to successfully perform the essential functions of this job.

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

Work performed is mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate drafting instruments, computers and various pieces of office equipment.