TOWN OF FRIDAY HARBOR

POSITION DESCRIPTION

TITLE: Capital Projects Manager / Engineer in Training August 2014

DEPARTMENT: Public Works Department

STATUS: Full time, Salaried Position

REPRESENTATION: Non-Union

FLSA: Exempt

POSITION SUMMARY
The person in this position is responsible for acting as Project Manager on Town capital improvement projects, which includes, but is not limited to, overseeing and leading staff in the design and construction of various Town projects, performing private development permit reviews and inspections, and assisting the Public Works Director/Town Engineer in the implementation and operation of other Public Works Department functions:

ESSENTIAL FUNCTIONS
1. Review of commercial and residential development projects to ensure compliance with Town codes and policies related to engineering, including storm water, street design, water, sewer, traffic, and grading.
2. Inspect civil construction activities of commercial and residential development projects and provide punch-lists for finalization of work before Town acceptance.
3. Coordinate the design and construction administration on Town capital projects through the use of consultants and consultant contracts.
4. Review plans, specifications and estimates for consultant-designed projects.
5. Design and follow through to completion small public works projects handled in-house.
6. Develop, implement, and manage a storm water compliance program for private on-site storm drainage systems in the Town.
7. Manage and expand a traffic counting program.
8. In the absence of the Public Works Director/Town Engineer or as directed, attend meetings outside the Town government related to the functions of the Department.
9. Perform other duties as assigned by the Public Works Director/Town Engineer.
10. Assist in supervision of storm and flood management programs and personnel.
11. Provide a high level of customer service to all external and internal customers.

AUXILIARY DUTIES:
An employee in this classification is expected to routinely perform other duties as assigned that would typically be performed by an employee in a position. May be required to attend evening or weekend meetings.

SUPERVISION: Work is performed under direct supervision of the Public Works Director/Town Engineer. Will supervise public works staff or leads in conjunction with specific projects or programs.
TOOLS AND EQUIPMENT USED:
Work involves the use of a calculator, personal computer and associated software, copiers, printers, fax machines, and other general office equipment, traffic counters, engineering design tools, survey level, tripod and rod, as well as similar equipment and tools.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:
Work is performed in both the office and in the field, including project inspection and review involving driving to the site(s). Work involves moderate risk conditions, such as high-level noise, dust or mud, moving vehicles or machines, cold and/or wet weather, and toxic odors. Work requires some physical exertion, such as long periods of standing; walking over rough, uneven surfaces; wading in water; and recurring bending, crouching, reaching and occasional lifting of heavy items such as catch basin grates or sewer manhole lids.

MINIMUM QUALIFICATIONS:
Bachelor of Science Degree in Civil Engineering or related field and two years minimum engineering experience. Municipal government experience preferred.

LICENSE AND CERTIFICATION REQUIREMENTS/PREFERENCES:
Washington State Driver's License, and Engineer-In-Training Certification.

DESIRED QUALIFICATIONS:
Proficient use of computer software including Microsoft Word, Excel, and Access, AutoCAD, and other applications. Knowledge in the use of survey levels and associated equipment. Professional Engineering license preferred.

ADDITIONAL INFORMATION:
Reasonable accommodation will be made as required by the Americans with Disabilities Act to enable a person with a disability to perform the essential functions of this position. This description is not a contract of employment and is intended only to provide a general description of duties performed by an employee in this classification, other duties may be assigned and this description may be amended as needed.

WORKING LOCATION & HOURS:
Location: Town Shop, 425 Marguerite Place
Hours: Monday through Friday, as directed. Work required outside of normal business hours. May be required to occasionally attend evening and weekend meetings.

Approved: ________________________________
Duncan Wilson, Town Administrator

Dated: ____________________ July 31, 2014