

**City of Bothell™**

CITY OF BOTHELL  
Established Date: Jan 1, 2010  
Revision Date: May 5, 2022

# Capital Project Engineer

Class Code:  
1000

Bargaining Unit: AFSCME, Local 3845

## SALARY RANGE

\$46.52 - \$59.15 Hourly  
\$8,063.61 - \$10,252.63 Monthly  
\$96,763.32 - \$123,031.56 Annually

## POSITION DESCRIPTION:

Under general supervision, serves as a key member in a team of professionals in performing professional engineering management and construction project management of capital improvement projects from conceptual design through construction; projects include transportation, water, storm sewer, and park improvements.

## EXAMPLES OF ESSENTIAL DUTIES:

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Essential duties and responsibilities may include, but are not limited to, the following:*

- Manages the design, development, and completion of assigned civil engineering and infrastructure improvement projects and project components of moderate complexity according to project time lines, budgets, State and Federal policy and regulations, and PWD standards.
- Manages assigned civil engineering projects, including design, construction, engineering, right-of-way, water, stormwater, sanitary sewer and roadway; analyzes project issues and recommends solutions within scope of authority and training; duties may vary according to job assignment.
- Develops project objectives, work scope, cost estimates, approval processes, and schedules; facilitates contractor and consultant selection process and administers contracts; manages requests for payment submitted by contractors; processes vendor invoices; negotiates the cost for order changes in the field.
- Makes structural and technical engineering analysis of projects and proposals; evaluates need for design changes and makes appropriate recommendations; reviews plans for conformity to uniform codes, local ordinances, and state and Federal regulations.

- Approves project plans and specifications, and manages contracts and contractors; assures the overall integrity of the projects, and compliance with specifications; may attend application review meetings and public hearings; coordinates work with City departments and regional agencies
- Reviews and approves payment requests and release of performance bond funds within scope of authority; reviews work site activities and inspection reports, and assures project deliverables meet standards and quality requirements.
- Coordinates infrastructure projects; monitors jobsites to assure work quality and effective use of resources; resolves discrepancies between field conditions and design plans.
- Meets regularly with City inspectors and contractors to discuss engineering projects and plans, coordinate project activities, and resolve technical and operational issues.
- Assures effective communication of issues and goals between PWD project teams, contractors, City departments, external agencies and stakeholders; interprets and explains City policies, procedures, rules and regulations.
- Supports the relationship between the City of Bothell and the constituent population by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and City staff; promotes City goals and priorities in compliance with all policies and procedures.
- Maintains confidentiality of work-related issues, client records, and City information.
- Performs related duties as required or assigned.

### **DISTINGUISHING CHARACTERISTICS:**

This is the journey-level classification in the Capital Project Engineer series that follows diversified procedures and implements processes to accomplish end results, within guidelines. Immediate supervision is available upon request. This class is distinguished from Capital Project Engineer, Senior in that the latter is a higher-level class in the series that performs more complex technical and investigative duties requiring a higher level of knowledge and skill.

### **MINIMUM QUALIFICATIONS:**

#### **Education, Training, and Experience Guidelines**

Bachelor's Degree in Civil Engineering or related field; AND two (2) years of civil engineering experience; OR an equivalent combination of education, training, and experience.

#### **Knowledge, Skills, and Abilities:**

- Civil engineering methods and practices for project planning, designs, technical plans, specifications, estimates, and reports for civil engineering and infrastructure improvement projects.
- Principles of design, construction, and maintenance of public works projects, including conceptual design, project scoping, engineering design, environmental assessment, and right-of-way.
- Federal and State codes and regulations governing civil engineering and public works projects, including American Association of State Highway and Transportation Officials (AASHTO), and WSDOT standards, protocols, specifications, and guidelines.
- Fundamentals of civil engineering, construction methods, and advanced mathematics and physics.
- Methods and techniques of field inspection of public works construction projects.

- Principles and practices of government project management.
- Principles of record keeping and records management.
- Interpreting and applying engineering and safety standards, complex variables, state and Federal regulations, PWD standards, and City codes and policies.
- Coordinating the planning, design, and construction of public works projects using project management skills such as consensus-building, facilitation, and negotiation.
- Analyzing technical issues, evaluating alternatives, and making recommendations based on findings.
- Identifying operational, procedural, and contractual problems and issues.
- Reading and evaluating construction drawings and technical schematics; collecting and analyzing data; performing mathematical and statistical calculations.
- Analyzing and evaluating technical engineering data and construction documentation.
- Applying engineering theory and skills to solve PWD project issues and problems.
- Establishing and maintaining effective working relationships.
- Operating a personal computer utilizing specialized engineering software; preparing construction drawings.
- Assessing and prioritizing multiple tasks, projects and demands.
- Communicating effectively verbally and in writing.

**LICENSE AND CERTIFICATION REQUIREMENTS:**

A valid Washington State Driver's License is required. A Washington State Professional Engineer license is preferred.

**ADDITIONAL INFORMATION:****PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Work is performed in a standard office environment and outdoors at construction sites.

- Work involves moving, communicating, operating objects, tools, or controls and reaching.
- Vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- The employee may be required to push, pull, lift, and/or carry up to 25 pounds.
- The noise level in the work environment is usually moderately quiet while in the office or moderately loud when in the field.

**CLASSIFICATION SPECIFIC INFORMATION:**

Pay Range: AFSCME 27  
FLSA Status: Exempt  
Benefits Group: AFSCME