

SENIOR ENGINEER/ASSISTANT CITY ENGINEER

Salary Range \$84,442 to \$119,694

Plus Excellent Benefits

Apply by

February 13, 2023

(First Review, Open Until Filled)



WHY APPLY?



Do you like a challenge and being part of a great team? Are you interested in a meaningful position that offers an opportunity to make a difference in the lives of a small rural community perfectly positioned on the Skagit River, halfway

between Seattle and Vancouver (along the gateway to the North Cascades National Park, and the Salish Sea)? If so, then you may be a perfect fit for the City of Sedro-Woolley which is hiring a Senior Engineer/Assistant City Engineer within the Public Works Department.

What distinguishes this position is a unique opportunity to work closely with extremely committed City staff on a variety of impactful teams dedicated to promoting the economic transformation of a growing residential community by delivering an array of services in an equitable and efficient manner that will enhance the future of the City. If you are forward-thinking and looking for an opportunity to work closely with internal/external stakeholders, be creative, and help a growing city achieve strategic goals that define a legacy of noteworthy public service, then this is the ideal position for you!

THE COMMUNITY

Officially incorporated December 19, 1898, as the partnership of two small cities, Sedro-Woolley has a rich history. As a town with more than 124 years of hard work and technical innovation, Sedro-Woolley is now home to the best school district in the region. Sedro-Woolley features major employers like Janicki Industries (a leading aerospace manufacturing company) and Sedron Industries, the Sedro-Woolley Innovation for Tomorrow (SWIFT) Center, Job Corps' first technical academy in the nation, a public hospital, and a vibrant downtown with significant economic development potential to grow.



Sedro-Woolley's appeal as a new kind of small city in the heart of a developing urban environment is based upon honoring tradition, uniting in diversity/inclusion, and planning for the future. This is evident in the City striving to accomplish key strategic goals, which aiming to improve public infrastructure support for: 1) economic development, 2) housing, and 3) parks and recreation. The City is focused upon sustaining public safety and enhancing an overall community environment of opportunity for residents through programs, services, education, and recreation. Sedro-Woolley is an affordable community in which to live and offers a dynamic business sector that is an economic growth engine for Washington commerce. It is dedicated to ensuring financial stability to continually meet goals and provide basic services throughout the community.

Sedro-Woolley is a city with excellent access to major thoroughfares including Interstate 5, State Route 20, and State Route 9. It is situated in the heart of Skagit County's major economic and population centers, yet retains a rural character, surrounded by world-class mountain scenery and some of the most amazing recreational opportunities one will find anywhere. Whether you are looking to locate a new business, grow a family, or simply come for a visit, there is only one Sedro-Woolley.

THE CITY

Sedro-Woolley (population 12,590) operates under the Mayor-Council form of government. The Mayor is elected by the citizens to a four-year term and serves as the chief executive officer of the municipality. The Mayor is responsible for carrying out policies, which are set by the Council, and supervises the other City executive and administrative officers in the performance of their official duties. The City Administrator is appointed by the Mayor and is the chief administrative officer (CAO) for the City. Under the direction and authority of the Mayor the CAO is responsible for the management and administration of all City functions and personnel. Together, these officers lead the City's Senior Management Team and Senior Leadership Team, the latter of which is dedicated to strategy development.

The City currently provides a full range of services including Administration, Information Technology, Legal, Finance, Public Works (engineering, streets, facilities, wastewater, solid waste, storm water, parks), Planning & Building, Police, Fire, Public Library (by contract), and Municipal Court. The City has approximately 105 employees (85 full-time employees) and operates on an annual budget of approximately \$39.89 million.

THE POSITION

The City of Sedro-Woolley is seeking an innovative, community-oriented servant leader to join the City's team as the next Senior Engineer/Asst City Engineer. This position, within our Public Works/Engineering Department, requires knowledge of civil engineering principles and practices, superb communication and customer service skills, an ability to interpret plans and specifications within scope of knowledge, and excellent computer skills.

Under the direction of the Public Works Director or City Engineer, the Assistant City Engineer provides engineering design and support services on a variety of City infrastructure projects, long range infrastructure plans and programs, Stormwater Permit compliance, street maintenance planning, as well as engineering review assistance on private developments and utility installations.

The Asst City Engineer will be responsible for supporting Public Works personnel and providing project management of the City Capital Improvement Plan including key road / rail transportation improvements such as the **Jones/John Liner/Trail Road "Corridor Project"**- a critical infrastructure investment of the transportation network. This project will replace the one-lane BNSF railway undercrossing and relieve congestion from SR 20. The city is also planning for a Wastewater Treatment Plant upgrade in the next five years. The Asst City Engineer will be involved in the planning and implementation of projects preparatory to the upgrade, the WWTP Facility Plan process.

Working under the guidance of the City Engineer/Assistant Public Works Director, the Asst City Engineer is responsible for the leadership and management of all public works operations of the City, including planning, organizing, and controlling resources. Successful candidates will be those who can articulate information in common sense terms to groups and individuals with various levels of understanding. To be successful, candidates must possess a collaborative spirit and appreciate diversity in all aspects, with the ability to weave their tools within the City in an effort to maintain fiduciary responsibility. Strong team-building and mentoring skills are a must.



OPPORTUNITIES & CHALLENGES

Sedro-Woolley is searching for a candidate that is forward thinking, with diverse public-work experience, that continually strives to provide the best customer service possible. In turn, this ideal candidate will have:

1. **LEVEL OF AUTHORITY:** To manage responsibilities independently with general direction, ensuring City ordinances, governing laws and generally accepted procedures/practices are followed.
2. **DETAILED PURPOSE:** To perform/manage engineering design/construction oversight for City infrastructure projects. Responsibilities will include full spectrum of municipal infrastructure such as streets, wastewater collection and pumping systems, wastewater treatment plant upgrades, and storm water detention, drainage, and conveyance systems.
3. **WORK ENVIRONMENT:** Both in the field and in a fast-paced office setting with frequent interruptions from customer phone calls, City staff, company representatives, and citizens. Work is performed at community construction sites outdoors in all weather conditions with usual hazards of construction sites. Field work may include activities requiring access into and around structures, including stooping, climbing and inspection of dimly lit areas. Other field work requires walking through project boundaries which may include navigating difficult terrain.

ESSENTIAL JOB FUNCTIONS:

- Performs engineering services for capital improvement projects. Reviews development plans with City Engineer. Supports the City Engineer in Stormwater Permit management. Provides technical engineering assistance to the City Engineer or Director.
- Reviews development plans for compliance with City codes and standards. Interprets plans and specifications within scope of knowledge and authority for the appropriate design of Public Works projects.
- Assists with Public Works, Sanitary Sewer Design capital program including wastewater treatment design, sewer system design, street/stormwater design, pavement preservation program, and general engineering support.
- Reviews contract bids and consultant design work along with private design work in coordination with the Director and City Engineer.
- Ensures Citizen complaints relating to a departmental activity are investigated and resolved. Handles complaints personally if possible and as appropriate.
- Assists in administering construction management and inspection. Writes reports and summary documents as required.

ADDITIONAL JOB FUNCTIONS:

- Provides interdepartmental engineering support as required.
- Attends public meetings, prepares reports and answers questions of public, staff and Council; meetings include night meetings of the City Council and Planning Commission, as needed.
- Assists in preparing/managing City's Six Year Capital Facilities Program and annual construction program.
- Assists the City Engineer with management of the NPDES Stormwater Permit
- Assists the City Engineer with management of the Pavement Management System for local and arterial streets.
- Attends the SCOG RTPO Technical Advisory Committee as City representative
- Performs related tasks as required.

IDEAL CANDIDATE PROFILE

Education and Experience. The ideal candidate will at a minimum possess a:

- Professional Engineer license.
- Bachelor of Science degree in civil engineering.
- Journeyman level of knowledge of civil engineering principles and practices, public works infrastructure design, construction materials and techniques.
- Thorough knowledge of applicable laws, codes and permit requirements that govern construction project developments and computer applications in the utility field; organization and project management principles.

KNOWLEDGE AND ABILITIES:

- Journeyman civil engineering design skills, including hydraulic modeling, knowledge of construction requirements and methods.
- High level of experience managing public works contracts including consultants and contractors.
- Ability to understand, summarize and present complex technical information both orally and verbally to a non-technical audience.
- A journeyman level of technical writing and verbal communications skills to prepare written memos and reports are required.
- Ability to establish and maintain professional working relationships with agency officials, committees, employees, and the public.
- Knowledge of ordinances, policies, and regulations and their relationship to Public Works projects.

QUALIFICATIONS:

- Bachelor of Science degree in civil engineering.
- Must have journeyman level of knowledge of: civil engineering principles and practices; public works infrastructure design, construction and materials and techniques; developments and computer applications in the utility field; organization and project management principles.
- Must possess or be able to develop excellent customer service skills and the ability to act as an ambassador to the community.
- Must work collaboratively with all other City Departments.
- Must be an effective communicator orally and in writing.
- Must be able to develop the ability to proactively administer projects from concept to closeout; to perform research and prepare clear and concise technical reports; work effectively with property owners, contractors, consultants, staff, and the general public.
- Highly motivated and able to work independently, yet remain a member of a team.
- Organized, efficient, creative and capable of implementing multiple tasks simultaneously.
- Developing skills in analyzing a situation, assessing alternative solutions and recommending an effective course of action.
- Develop familiarity with applicable laws, codes and permit requirements that govern construction projects.
- Proficient use of computer programs including Microsoft products (Word, Excel, Outlook, Access), AutoCAD, ArcGIS and other applications.
- Must have or be able to obtain a valid WA State driver's license.
- Must have a driving record which is acceptable to the City.
- Registration as a Professional Civil Engineer in the State of Washington is required.

PHYSICAL:

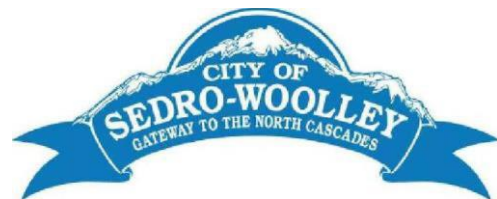
- Ability to use a computer workstation for extended periods of time.
- Ability to sit at a workstation for extended periods.
- Ability to stand, work, and drive throughout the day.
- Occasional ability to lift, carry and put away parcels weighing up to 35 pounds.

Necessary Knowledge, Skills & Abilities. The ideal candidate is expected to possess a minimum of the following requirements and/or abilities:

- Strong interpersonal, leadership, and team skills.
- Excellent customer service to interact tactfully, professionally, and courteously with residents, members of the public, in addition to City employees.
- Maintain confidentiality and handle confidential issues tactfully with discretion.
- Collaborative well and be a consensus builder.
- Be politically astute (understand political implications) while remaining apolitical.
- Demonstrate excellent verbal/written communication skills.
- Confidently give presentations, write reports, business correspondence and procedural manuals is a must. Detail-oriented and accurate with the ability to articulate concepts and ideas clearly and directly to a variety of audiences.
- Operate general office equipment.
- Proficient use of computer programs including Microsoft products (Word, Excel, Outlook, Access), AutoCAD, ArcGIS and other applications.
- Manage, train, and support the Public Works staff while creating a positive/fun work environment.
- Establish/maintain effective working relationships with employees, City officials, and the public.
- Remain calm/centered during difficult situations.
- Possess a Washington State driver's license and good driving record.

COMPENSATION & BENEFITS

- \$84,442 to \$119,694 DOQ, annual step increases for up to 12 years, relocation expenses negotiable
- Robust Medical, Dental and Vision plans including spouse, domestic partner, and family coverage options.
- Option between 2 deferred compensation plans
- Voluntary Employees Beneficiary Association Plan (VEBA).
- Supplemental Accident, Critical Illness and Hospital Aflac Plans.
- Employer paid Basic Life.
- Voluntary Life.
- Employer paid Employee Assistance Program.
- Retirement plan under the State of Washington Public Employee Retirement System (PERS).
- Vacation time based on years of service.
- Sick leave.
- 13 Paid Holidays, including one floating
- Award-winning employer sponsored wellness program



To learn more, please visit:

www.sedro-woolley.gov

The City of Sedro-Woolley is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **February 13, 2023**. (First review, open until filled). Apply with a completed [application](#), resume, and cover letter. Items will only be accepted electronically and should be addressed to Jeanine Goss, Human Resources Assistant, at jgoss@sedro-woolley.gov. Contact Mark Freiberger, Public Works Director, at 360-855-0771 or mfreiberger@sedro-woolley.gov with position-related questions.