SAN JUAN COUNTY
POSITION DESCRIPTION

Position Title: Civil Engineer III

Date: June 7, 2005

Reports to: Engineering Manager

Department: Public Works

FLSA Status: Exempt

Positions Supervised: None

BASIC FUNCTION: Performs professional engineering assignments in design, construction, land development, or program development which require advanced expertise in a specialized area of engineering or in multiple engineering related functions. Serves as resource to engineers on complex projects or manage projects. Directs the work of engineers, survey crews, and engineering technicians. Reports to the County Engineer or the Public Works Director. Exercises a high degree of independent judgment and action in solving technical problems within the framework of established policies, budgetary limits and sound engineering practices. Errors in judgment could have major impact on public safety and could present significant legal liabilities and costs.

MINIMUM QUALIFICATIONS: Bachelor of Science degree in civil engineering or closely related field and four years engineering experience, including supervisory experience; registration as a Professional Engineer (or equivalent) in the State of Washington or the ability to obtain same within 6 months of employment or extensive civil engineering experience as equivalent; and a valid Washington State Driver’s License; or, any equivalent combination of education and experience which demonstrates the ability to perform the essential functions of the job.

PRINCIPAL DUTIES - Asterisk designates essential function:

*1. Analyzes, designs and details major improvements and modifications to public works facilities as assigned. Produces specialized design reports and plans, specifications, cost estimates and funding requests for construction of major public works facilities.

*2. Serves as project manager on assigned public works projects; negotiates, prepares and administers contracts and change orders.

*3. Reviews and approves development proposals, land use applications and building permit applications for roads, utilities, drainage and other features.

*4. Reviews engineering design work to ensure proposed designs meet project needs, engineering specifications, and regulatory requirements.

*5. Conducts field trips to inspect project sites during planning and design phases and during construction for compliance with specifications and plans.

*6. Directs the preparation of major planning or design engineering studies by identifying and researching needs and problems in the area of specialization; monitors the collection of field data and the technical evaluations used to develop recommendations.
Manages the selection and administration of engineering consultants performing work for planning and reports, plans, specifications, estimates, and on-call engineering services.

Prepares requests for proposal for professional engineering, consulting, and environmental services. Reviews requests from consultants for changes in scope of work and recommends appropriate action.

Acts as technical resource in a specialized area of engineering to resolve complex design and construction problems within the public right-of-way and provide assistance in correcting related problems.

Attends County Commissioner meetings and public hearings as required. Makes public presentations and responds to questions and comments.

Acts within the scope of his or her responsibilities, working as a public employee and municipal officer with courtesy and professionalism, and adhering to the highest standard of ethics in accordance with RCW 42.52.

PHYSICAL AND MENTAL REQUIREMENTS: Requires frequent sitting, standing and occasional walking. The employee is occasionally required to lift objects weighing up to 10 lbs and must infrequently lift more than 20 pounds or carry objects with both hands and arms. This position frequently requires continuous hand and finger movement. This position frequently requires visual acuity at 20 inches or less, and frequent hearing acuity for speech discrimination. The employee must be able to talk and to receive and understand written and oral communication and give written and oral instruction. The position requires the ability to occasionally calculate mathematics problems.

EQUIPMENT REQUIREMENTS:

<table>
<thead>
<tr>
<th>Equipment/Tool</th>
<th>No. of Hours</th>
<th>Frequency of use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maps, aerial photos, measuring tools</td>
<td>1</td>
<td>x</td>
</tr>
<tr>
<td>Camera, video camera</td>
<td>1</td>
<td>x</td>
</tr>
<tr>
<td>Vehicle</td>
<td>2</td>
<td>x</td>
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<tr>
<td>Telephone</td>
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<tr>
<td>Copy machine</td>
<td>1</td>
<td>x</td>
</tr>
<tr>
<td>Fax</td>
<td>0.5</td>
<td>x</td>
</tr>
<tr>
<td>Computer</td>
<td>2</td>
<td>x</td>
</tr>
</tbody>
</table>

WORKING CONDITIONS: Work is performed in an office environment with frequent field trips to locations throughout the county for site visits, to attend meetings, or coordinate work activities. Occasional exposure to physical hazards due to traffic or from construction equipment in the field. Project meetings may require working evenings, weekends or holidays.