



POSITION VACANCY NOTICE

CITY OF KETCHIKAN

January 3, 2020

SPECIFICS

TITLE: PROJECT ENGINEER

DEPARTMENT:	Public Works	DIVISION:	Engineering
STATUS:	Regular Full-time	HOURS/DAYS:	Monday – Friday 8:00 AM – 5:00 PM
GRADE /STEP:	767 / A-K DOQ	DUTIES:	See attached job description
MONTHLY SALARY:	\$6,201.66- \$7,197.27	UNION STATUS:	No

SPECIAL REQUIREMENTS:

A Bachelor's degree from an accredited college or university with major course work in civil engineering or related field; Two years of increasingly responsible professional engineering experience; possession of, or ability to obtain, an appropriate, valid driver's license; possession of registration as a Professional Engineer in the State of Alaska.

ADVERTISING REQUIREMENTS

POSITION IS OPEN UNTIL FILLED

WHERE: Local Only ☐ Statewide ☐ Pacific NW ☐ National ☐

WHO: Ketchikan Daily News; Job Service

OTHER: City of Ketchikan Website

APPLICANT PROCESSING INSTRUCTIONS

**FOR APPLICATION AND COMPLETE JOB DESCRIPTION CONTACT:
THE CITY OF KETCHIKAN, 334 FRONT STREET, (907) 228-5631 OR ON-LINE AT
www.ktn-ak.us/jobs**

CITY OF KETCHIKAN IS AN EQUAL OPPORTUNITY EMPLOYER

PROJECT ENGINEER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under general supervision, performs professional level duties in support of the City's engineering services and activities including designing and providing construction engineering services for streets, sewers, solid waste facilities, ports and harbors, buildings, and other public facility projects; reviews plans, designs, and specifications of streets, sewers, solid waste facilities, ports and harbors, buildings, and other public facility projects to ensure compliance with current industry practices, codes, regulations and ordinances; and responds to questions and inquiries from the general public, developers, contractors, engineering professionals, and City staff regarding engineering and development projects.

The City of Ketchikan owns and operates many public facilities, including, but not limited to streets, bridges, ports, harbors, sewers, buildings, cemetery and a sanitary landfill. The Project Engineer is responsible for providing the high quality engineering services necessary for the construction and maintenance of the city's public facilities. The Project engineer must perform these duties in a manner that reflects favorably on the City and the Department, and maintains a level of professional expertise that promotes efficient use of the resources available to the Department.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Performs a full range of professional level engineering duties in support of the City's engineering projects, services, and activities including design and construction programs for City streets, sewers, solid waste facilities, ports and harbors, buildings, and related capital improvement programs.
2. Provides engineering and project management for several simultaneous ongoing capital improvement projects including design and development of plans and specifications; inspects and administers projects to ensure that public facilities are constructed in accordance with the plans and specifications within project budget.
3. Inspects and administers ongoing projects to ensure that public facilities are constructed in accordance with the plans and specifications.
4. Prepares a variety of engineering reports, studies, and technical documentation; maintains accurate records of projects, budgets, or field observations required for the delivery of civil engineering services for the City.
5. Responds to questions and inquiries from the general public, developers, contractors, engineering professionals and City staff regarding engineering and development projects.
6. Prepares special engineering studies and reports.
7. Works with City street and wastewater crews in developing new projects and on public safety emergencies.
8. Coordinates assigned activities with consultants, engineers, developers, contractors, utilities, architects, other City departments and divisions, and outside agencies.

9. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of civil engineering.
10. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of an engineering design and construction program.
Modern and complex principles and practices of civil engineering.
Structural and street design principles.
Scientific and mathematical principles as applied to civil engineering work.
Principles and practices of project management and administration.
Methods and techniques of contract negotiations and administration.
Principles and practices of project budget preparation and control.
Methods, materials, and techniques used in civil engineering projects including those used in the design and construction of development projects.
Mechanics and properties of materials.
Methods and techniques of engineering plan review and analysis.
Methods and techniques of conducting site and field investigation.
Drafting methods, techniques, and equipment including those used in computer aided drafting.
Engineering maps and records.
Recent developments, current literature, and sources of information related to innovations and trends in civil engineering design and development.
Principles and practices of business correspondence and technical report preparation.
Modern office procedures, methods, and equipment including computers and supporting word processing, spreadsheet applications, and specialized engineering software programs.
Occupational health and safety standards.
Pertinent federal, state, and local codes, laws, and regulations.

Ability to:

Perform professional level engineering duties involved in the design, development, and construction management of a variety of construction/capital improvement projects.
Serve as project engineer on assigned design and construction projects.
Prepare, review, interpret, analyze, and modify engineering plans, drawings, specifications, contract documents, and engineering reports for conformance to professional standards and approved budgets.
Collect, assimilate, and evaluate data and prepare recommendations related to civil engineering projects.
Perform engineering computations and calculations.
Prepare clear and concise administrative and technical reports.
Interpret, apply, and ensure compliance with pertinent federal, state, and local laws, codes, and regulations.
Interpret, explain and enforce Department policies and procedures.
Respond to questions and inquiries from a variety of sources regarding engineering and development projects.
Research, review, update, and revise existing ordinances, policies, and design standards.
Coordinate activities with internal and external agencies and committees.
Use and care for engineering and drafting instruments and equipment.
Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in civil engineering or related field

Experience:

Two years of increasingly responsible professional engineering experience.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of registration as a Professional Engineer in the State of Alaska.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting with some travel to conduct site investigations; occasional exposure to outside weather conditions; frequent opportunity and requirements to interact with the general public and property owners, contractors, suppliers and state, federal, borough and other city agencies.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting and field environment; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Grade: 7-67

Union: No

FLSA: Exempt

Date Approved: April 1, 1990

Date Amended: June, 2007 (Johnson & Associates)

Date Amended: August 2019

Human Resources Manager Approval

City Manager Approval