

**JOB TITLE: DEVELOPMENT REVIEW ENGINEER/DEPUTY DEVELOPMENT  
PROGRAM MANAGER**

RANGE: 15 (Limited Term)  
REV: **02/26/20** PAGE: 1

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<b>DEPARTMENT:</b> Engineering	<b>SUPERVISED BY:</b> Development Program Manager	<b>FLSA STATUS:</b> Exempt
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**TERM:**

The position is the designated successor to the Development Program Manager. It was created on a limited-term basis to provide for the thoughtful transition to the role of Development Program Manager over a one to two-year period.

**JOB SUMMARY:**

The Development Review Engineer works collaboratively with staff, development stakeholders and agency partners to ensure that District wastewater infrastructure is designed and constructed in a responsible manner, for the long-term benefit of the community and customers. The position requires a high degree of initiative and technical proficiency and strong working relationships. Independent, professional judgement is required to facilitate the delivery of development projects in a timely, customer focused manner, in accordance with applicable standards and specifications. The position requires problem solving by applying engineering principles and codes, specifications and standards in a site-specific context. The Development Review Engineer is responsible for overall project administration of development projects, assigning and coordinating the workload of assigned staff, providing technical reviews, and managing development documentation and communication.

**DISTINGUISHING FEATURES:**

This role is best served by a knowledgeable professional who thoroughly understands engineering and construction elements of development and is effective at building and maintaining professional relationships with stakeholders. The position provides complete project development and planning support for the design, review, and inspection of development projects, including commercial, industrial and residential sectors. This individual enforces standards while working cooperatively with developers, engineers, contractors, other agencies, and the public. The Development Review Engineer is a person of high character that will approach their work with integrity and treat everyone fairly and consistently.

This is a single, professional classification and not part of a series. This role assists the Development Program Manager and team in fulfilling the overall program responsibilities in a manner that is consistent with District Mission, Vision and Values. The Development Review Engineer performs technical work with varied work situations having moderate to high degrees of complexity. The position works independently with minimal supervision, operating under general parameters established by management.

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**MINIMUM QUALIFICATIONS:**

The following are the requisite core competencies, knowledge, skills and abilities, which are essential to successfully fulfill the responsibilities of the position:

- Core Competencies:
  - Establish and maintain effective working relationships with development stakeholders, public and District staff.
  - Provide professional customer-focused customer service in varied situations and circumstances.
  - Communicate effectively with diverse audiences in oral, written and electronic formats; convey subtleties to the customer, stakeholder and team regarding codes and designs in complex projects.
  - Manage multiple, concurrent projects, activities, and tasks on-time, within scope and within budget.
  - Read and interpret engineering reports and construction plans and specifications.
  - Read, interpret and apply local, state and federal laws, regulations, codes and practices pertaining to design, construction and operation of sanitary sewer collection systems.
  - Maintain office records of design and construction activities as required by county, state and federal agencies.
  
- Demonstrated Knowledge of:
  - Principles and practices of land surveying and civil engineering.
  - WSDOT Standard Specifications.
  - Methods, materials, standards and specifications for construction of sanitary sewer collection systems, including pump stations.
  - Sanitary sewer design principles and practices with experience in sub-basin planning.
  - Principles and functional understanding of Pretreatment standards.
  
- Demonstrated Ability to:
  - Pass all required safety training classes and to apply those procedures to the work environment.
  - Effectively use ESRI GIS to locate and obtain information and develop basic maps displaying technical information in a professional manner.
  - Understand and follow directions, effectively adjust to changing priorities.
  - Problem solve and multi-task, be decisive in taking actions and making decisions.
  - Analyze development problems and work out effective solutions. Influence stakeholders.
  - Analyze and present data, preparing thorough, accurate, clear and concise reports.
  - Maintain a professional and respectful working environment.

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- The position also requires:
  - Demonstrated proficiency with the MS Office suite of products: Excel, Word, PowerPoint and Access.
  - Excellent organizational skills, including the ability to work effectively in a self-directed environment.
  - Have and maintain a valid driver's license with good driving record.
  - Pass a pre-employment physical.

**EDUCATION & EXPERIENCE:**

Any combination of education, training and experience that provides the requisite knowledge, skill and abilities to successfully perform the duties and fulfill the responsibilities of the position. A typical way to achieve that would be:

- Bachelor's degree in Civil Engineering or closely related field.
- Current licensure as a Professional Engineer, Civil, in the State of Washington.
- Six (6) years of progressively responsible engineering experience.
- Two (2) years of project management related experience; planning, scheduling, monitoring and problem solving.
- Two (2) years responsibility leading teams and directing the work of others.

**WORKING CONDITIONS:**

Typical office environment. Requires strength and mobility for this setting, including prolonged sitting, close detailed reading and use of computer. Field visits are required on an infrequent basis to verify information. Corrected vision sufficient for reading of maps and use of computers is also required.

**TYPICAL DUTIES & RESPONSIBILITIES:**

The duties listed below, while not all-inclusive, are characteristic of the type and level of work associated with this position. The individual in this position may perform all or some combination of the duties listed below, as well as other related duties. The District reserves the right to add, modify or remove duties as appropriate to meet business needs.

**Development Review.** Typical tasks: Reviews development plans proposing extensions of the sanitary sewer system for compliance with local, state and federal standards and specifications. Prepares reports with respect to proposed developments. Prepares summaries of design deficiencies and recommends the proper corrective action. Collects and maintains base data for engineering studies. Oversees the tenant improvement and change of use tracking fee calculations and approval process. Directly coordinates issues with developers and engineers.

Develops and reviews, through a variety of computations and data, more difficult, specialized contract provisions, design agreements and design calculations. Attend pre-

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construction conferences to discuss specific construction features. Reviews project plans and archives data from projects. Performs research activities in District and County records.

**Project Management.** Monitors the planning, design, permitting, including land use and environmental clearances, outreach and real property acquisition for multiple development engineering projects. Manages project schedule, fees and quality throughout the duration of the project. Manages project risk and maintains product quality. Utilizes project management tracking systems in the accomplishment of the work. Directly and indirectly prepares complex technical engineering and administrative studies and reports. Monitors and documents project activities, maintaining detailed and accurate project records and databases.

**Planning and Analysis.** Typical tasks: Review the District's Comprehensive General Sewer Plan, track changes and perform analysis to size sanitary sewer systems, including pump stations. Develop sub-basin plans, providing for the efficient and effective extension or restoration and replacement of sanitary sewers. Track sanitary sewer demand and use available information and trends to forecast capacity, anticipating the general timeframe for system upgrades.

**Communications & Stakeholder Engagement.** Typical tasks: Serves as a contact and liaison between major project stakeholders, including community groups, development groups and local agencies. Manages the development and delivery of project outreach plans, coordinating and facilitating open houses and attending public hearings. Develops effective communications, including addressing and successfully resolving development conflicts affecting the public, developer, contractors and engineers. Prepares reports and communicates subject matter to the Board of Commissioners. Participates in public information and outreach efforts. Responds to inquiries and resolves complaints from property owners, businesses and the general public regarding development projects.

**RELATIONSHIP WITH OTHERS:**

Employees in this position have regular in person, telephone and written contact with various levels of District staff, other agencies, developers, contractors, engineers and the general public to request specific information and respond to inquiries and complaints. They regularly contact other District staff within the department or District to discuss issues or assist in resolving problems.

**SUPERVISION:**

**Exercised:**

Employees in this position perform a leadership role, coordinating and directing the work activities of assigned personnel while not delegated formal supervisory responsibilities. They assign, prioritize and coordinate work tasks and activities of the technicians in the development workgroup adjusting work assignments and schedules to respond to

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fluctuating workloads. They provide technical and quality assurance support to all technicians and their projects and aid with complex issue resolution and customer concerns.

They provide technical input and recommendations to the Development Program Manager who is responsible for establishing departmental and individual goals and conducting performance reviews for the assigned staff. Ensures that cross-training and development of personnel is effectively integrated into the workflow of the workgroup and provides for the successful completion of both. Assists the Development Program Manager with determining training needs, recommends training programs and provides or oversees all staff training. Monitors work and vacation schedules and authorizes overtime, if necessary, to ensure appropriate staffing levels and efficient, effective delivery of services. Ensures direct reports are aware of and comply with all federal, state and District required safety programs and procedures. Periodically checks their department's workplace to identify and resolve safety issues and concerns.

**Received:** The Development Review Engineer works independently, and under the general guidance and supervision of the Development Program Manager, who typically reviews outcomes and gives advice and direction as needed. The Development Review Engineer work is assigned and reviewed through formal and informal communications, conferences, reports and other documentation or discussion of problems as they occur. The employee exercises significant judgment and initiative in managing tasks and meeting deadlines and goals.

**SPECIAL REQUIREMENTS:** A Licensed Professional Civil Engineer, in good standing in the state of Washington. May be required to work outside of normal working hours, evenings and weekends, on an as needed or emergency basis.