



City of Sequim Civil Engineer I/II/III

SALARY	\$88,545.60 - \$145,017.60 Annually	LOCATION	152 W. Cedar Street, Sequim, WA
JOB TYPE	Full Time	JOB NUMBER	26-00027
DEPARTMENT	PW Engineering	OPENING DATE	08/11/2026
CLOSING DATE	9/6/2026 11:59 PM Pacific		

If you have questions about this position or about the City of Sequim recruitment process, please contact HR@sequimwa.gov.

Job Summary

Build More Than Infrastructure. Build Your Career.

Whether you're beginning your engineering career or ready to take the next step in professional leadership, the City of Sequim offers the opportunity to grow, lead, and make a lasting impact, both in the community and in your profession.

The City of Sequim is seeking motivated candidates to join our Engineering Division. We currently have one opening, which may be filled at the Civil Engineer I, II, or III level depending on the successful candidate's education, professional licensure, experience, and demonstrated qualifications.

Annual Salary Ranges:

Civil Engineer I: \$88,545.60-115,107.20

Civil Engineer II: \$95,617.60-124,300.80

Civil Engineer III: \$111,550.40-145,017.60

Our Engineering Division offers more than a job - it offers a career. Through a structured engineering career ladder, engineers receive mentorship, increasing responsibility, and opportunities for professional growth while working on meaningful projects that improve the community we serve.

Unlike many engineering positions that focus on a single specialty, our engineers gain experience throughout the entire project lifecycle, including planning, design, development review, capital improvement planning, construction administration, consultant coordination, grant-funded projects, and public engagement. This broad experience provides a unique opportunity to develop into a well-rounded municipal engineer while making a visible impact from day one.

We're looking for engineers who are collaborative, curious, accountable, and committed to public service. Whether you're an entry-level engineer eager to learn, a licensed engineer ready to manage projects independently, or an experienced engineer prepared to provide technical leadership, you'll join a supportive team that values mentorship, innovation, integrity, and continuous improvement.

Located on Washington's beautiful Olympic Peninsula, Sequim offers an exceptional quality of life, a welcoming community, and outstanding access to outdoor recreation. If you're looking for more than your next engineering position, and if you're looking to build a rewarding career while serving a community that values public infrastructure, we encourage you to apply.

Essential Duties and Responsibilities

CIVIL ENGINEER I:

Under the close supervision of the City Engineer, or designee, CE I performs entry-level civil engineering work in support of the planning, design, construction, operation, and maintenance of the City's public works infrastructure. This classification is intended to provide progressively responsible engineering experience while developing technical competency, professional judgment, and practical application of municipal engineering principles. Assignments are performed under specific instruction with increasing responsibility as knowledge, experience, and demonstrated proficiency develop. The position serves as the developmental level within the City's professional engineering career series and prepares incumbents for advancement to the Civil Engineer II classification.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Engineering Design and Technical Support

- Applies fundamental civil engineering principles and practices in support of the planning, design, construction, operation, maintenance, and improvement of municipal public works infrastructure.
- Assists in preparing plans, specifications, estimates (PS&E), engineering calculations, technical reports, cost estimates, and supporting documentation for City capital improvement projects.
- Utilizes engineering software and technology, including AutoCAD Civil 3D, Bluebeam, ArcGIS, Cartegraph, Topcon Magnet, Microsoft Office, and other applications to perform assigned work.
- Conducts technical research and assists in evaluating engineering alternatives and recommendations.

Construction Administration

- Assists with field inspections during pre-construction, construction, and project closeout to verify compliance with approved plans, specifications, permits, and applicable standards.
- Assists in documenting construction progress, preparing field reports, tracking quantities, and coordinating project records.
- Supports construction administration activities including contractor communications, project documentation, and resolution of routine field issues under the direction of the City Engineer or designee.

Development Review and Regulatory Compliance

- Assists in reviewing development applications, right-of-way permits, utility permits, and engineering plans for compliance with City standards, the Sequim Municipal Code, Washington State regulations, and applicable federal requirements.
- Conducts field inspections associated with development review and prepares recommendations for supervisory review.

Capital Project Support

- Assists the Civil Engineer II, Civil Engineer III, and City Engineer in the planning, design, bidding, and delivery of capital improvement projects.
- Supports preparation of Requests for Qualifications (RFQs), Requests for Proposals (RFPs), consultant selection processes, and administration of consultant contracts.
- Assists in preparing project schedules, tracking project budgets, developing cost estimates, and maintaining project records.
- Supports administration of public bidding in accordance with Washington State law and City purchasing policies.

Professional Responsibilities

- Collaborates with Engineering Division staff and other City departments to support division goals, capital planning efforts, and continuous improvement initiatives.
- Develops and maintains effective working relationships with City staff, consultants, contractors, developers, regulatory agencies, and members of the public.
- Demonstrates professionalism, accountability, sound judgment, and a commitment to safety, stewardship, innovation, quality, customer service, and teamwork.
- Participates in training, continuing education, and professional development opportunities to increase technical competency and progress toward independent professional engineering practice.
- Performs other related duties as assigned consistent with the responsibilities of the classification.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

- Fundamental principles, practices, and techniques of civil engineering.
- Basic engineering mathematics, surveying principles, and engineering computations.
- Municipal infrastructure systems, including transportation, water, wastewater, stormwater, and right-of-way improvements.
- Applicable federal, state, and local laws, regulations, engineering standards, and permitting requirements, including familiarity with Washington State Department of Transportation (WSDOT) Standard Specifications and Standard Plans.
- Engineering software and technology used in municipal engineering, including AutoCAD Civil 3D, Bluebeam, ArcGIS, Microsoft Office applications, and other engineering software applicable to assigned duties.

Skills

- Preparing engineering calculations, technical reports, plans, specifications, cost estimates, and supporting documentation.
- Reading and interpreting engineering plans, maps, plats, legal descriptions, deeds, specifications, and technical documents.
- Communicating effectively, both orally and in writing, with coworkers, consultants, contractors, developers, regulatory agencies, and members of the public.
- Organizing work, managing multiple assignments, and meeting established deadlines.
- Utilizing engineering software, office technology, and field equipment applicable to assigned work.

Abilities

- Learn and apply civil engineering principles, municipal standards, policies, and procedures through progressively responsible assignments.
- Exercise sound judgment appropriate to an entry-level professional engineer while recognizing when supervisory guidance is required.
- Establish and maintain effective working relationships with City staff, elected officials, consultants, contractors, regulatory agencies, developers, and the public.
- Conduct field investigations and inspections over uneven terrain, active construction sites, and varying weather conditions.
- Learn and adapt to emerging technologies, including engineering software, data management systems, and artificial intelligence applications that improve efficiency and service delivery.
- Maintain regular, reliable, and timely attendance and contribute positively to a collaborative team environment.
- Demonstrate professionalism, integrity, initiative, adaptability, and a commitment to continuous learning and professional development.

CIVIL ENGINEER II:

Under the general supervision of the City Engineer, CE II performs all duties prescribed to the CE I to a higher degree of autonomy and decision-making ownership and responsibility practicing professional civil engineering work involving the planning, design, construction administration, and delivery of municipal public works infrastructure. The CE II independently manages assigned engineering projects, exercises professional engineering judgment, coordinates with consultants, contractors, regulatory agencies, and the public. This classification represents the professional engineering practice level within the City's engineering career series and is distinguished by increasing independence, project

ownership, and responsibility for delivering engineering solutions. This classification assumes primary responsibility for routine engineering projects while supporting division goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Engineering Design and Technical Analysis

- Independently applies professional civil engineering principles to the planning, design, analysis, construction, operation, maintenance, and rehabilitation of municipal public works infrastructure.
- Prepares engineering calculations, plans, specifications, estimates (PS&E), technical reports, and supporting engineering documentation for municipal capital improvement projects.
- Utilizes engineering software and technology to perform engineering analyses, prepare project documents, and develop practical engineering solutions.

Construction Administration and Project Delivery

- Independently manages assigned capital improvement projects through planning, design, permitting, public bidding, construction administration, and project closeout under the general supervision of the City Engineer.
- Administers assigned construction projects, including field inspections, contractor coordination, project documentation, and resolution of routine construction issues.
- Monitors project scope, schedule, budget, consultant performance, and construction progress while identifying project risks and recommending corrective actions.

Development Review and Regulatory Compliance

- Independently reviews development proposals, engineering plans, right-of-way permits, utility improvements, and public infrastructure projects for compliance with City standards, municipal code, and applicable federal and state regulations.
- Coordinates engineering review comments with City departments, consultants, utility providers, developers, contractors, and regulatory agencies to facilitate successful project delivery.

Capital Planning and Consultant Administration

- Assists with the development and implementation of the Capital Improvement Program (CIP), Transportation Improvement Program (TIP), State Transportation Improvement Program (STIP), grant applications, and other long-range infrastructure planning initiatives.
- Prepares Requests for Qualifications (RFQs), Requests for Proposals (RFPs), consultant evaluations, and administers assigned consultant contracts.
- Supports public bidding activities in accordance with Washington State public works laws and City purchasing policies.

Leadership and Professional Responsibilities

- Provides technical guidance, mentoring, and training to Civil Engineer I staff.
- Represents the Engineering Division at project meetings, public meetings, technical discussions, and interdepartmental coordination efforts.
- Develops and maintains effective working relationships with City staff, consultants, contractors, developers, regulatory agencies, and members of the public.
- Demonstrates professionalism and the Department's commitment to safety, stewardship, innovation, accountability, quality, customer service, and teamwork.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

- Principles, practices, and techniques of professional civil engineering as applied to municipal infrastructure planning, design, construction, and maintenance.
- Federal, state, and local laws, regulations, engineering standards, and permitting requirements applicable to municipal public works, including familiarity with Washington State Department of Transportation (WSDOT) Standard Specifications and Standard Plans.
- Engineering software and technology used in municipal engineering, including AutoCAD Civil 3D, Bluebeam, ArcGIS, Microsoft Office, WWHM, and related applications.

Skills

- Preparing engineering calculations, technical reports, plans, specifications, cost estimates, and supporting engineering documentation.
- Reading and interpreting engineering plans, maps, plats, legal descriptions, deeds, specifications, and technical documents.
- Managing multiple assignments, establishing priorities, and meeting project schedules and deadlines.
- Communicating effectively, both orally and in writing, with coworkers, consultants, contractors, developers, regulatory agencies, elected officials, and the public.
- Utilizing engineering software, office technology, and field equipment applicable to municipal engineering.

Abilities

- Independently apply professional engineering principles and exercise sound engineering judgment in the completion of assigned work.
- Evaluate engineering alternatives, identify practical solutions, and recommend appropriate courses of action.
- Establish and maintain effective working relationships while representing the Engineering Division in a professional manner.
- Perform field investigations and inspections over uneven terrain, active construction sites, and varying weather conditions.
- Adapt to evolving engineering technologies, including software, data management systems, and artificial intelligence applications that improve organizational efficiency.
- Provide technical guidance and mentorship to less experienced engineering staff.
- Maintain regular, reliable attendance and demonstrate professionalism, integrity, accountability, initiative, and sound judgment.

CIVIL ENGINEER III:

This is the senior professional engineering classification within the Engineering Division and serves as the Division's principal technical leadership position. Under the general direction of the City Engineer, the Civil Engineer III serves as the Engineering Division's senior technical resource, performing advanced professional civil engineering work with a high degree of independence, technical expertise, and sound professional judgment. The position leads the planning, design, delivery, and construction administration of the City's most complex municipal infrastructure projects while providing technical leadership, guidance, and mentorship to engineering staff. In addition to project delivery, the Civil Engineer III supports the City Engineer in long-range infrastructure planning, consultant management, division initiatives, and operational continuity, serving as a principal technical advisor on engineering matters. The Civil Engineer III may serve as Acting City Engineer during temporary absences or as delegated, ensuring continuity of Engineering Division operations and exercising delegated authority consistent with City policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Engineering Design and Technical Leadership

- Leads the planning, design, analysis, construction, operation, maintenance, and rehabilitation of the City's most complex municipal public works infrastructure projects while exercising advanced professional engineering judgment.
- Reviews and prepares engineering calculations, plans, specifications, estimates (PS&E), technical reports, and supporting engineering documentation for complex capital improvement projects.
- Utilizes engineering software and technology to perform advanced engineering analyses, evaluate alternatives, develop practical engineering solutions, and promote consistent engineering practices.

Construction Administration and Project Delivery

- Leads the delivery of complex capital improvement projects through planning, design, permitting, consultant coordination, public bidding, construction administration, and project closeout under the general direction of the City Engineer.
- Oversees construction administration activities, including field inspections, contractor coordination, project documentation, contract administration, and resolution of complex construction issues.

- Evaluates project scope, schedule, budget, consultant performance, construction progress, and project risks while recommending and implementing corrective actions as appropriate.

Development Review and Regulatory Compliance

- Reviews complex development proposals, engineering plans, right-of-way permits, utility improvements, and public infrastructure projects for compliance with City standards, municipal code, and applicable federal and state regulations.
- Provides technical guidance on engineering standards, code interpretation, and regulatory compliance while coordinating with City departments, consultants, developers, contractors, utility providers, and regulatory agencies.

Capital Planning and Consultant Administration

- Supports the City Engineer in the development and implementation of the Capital Improvement Program (CIP), Transportation Improvement Program (TIP), State Transportation Improvement Program (STIP), grant strategies, consultant procurement, and long-range infrastructure planning initiatives.
- Leads Requests for Qualifications (RFQs), Requests for Proposals (RFPs), consultant evaluations, contract negotiations, and consultant administration for assigned projects.
- Oversees public bidding activities for assigned projects in accordance with Washington State public works laws and City purchasing policies.

Technical Leadership and Professional Responsibilities

- Serves as the Engineering Division's senior technical resource by providing mentorship, technical guidance, quality assurance, and professional development opportunities to engineering staff.
- Represents the Engineering Division with City leadership, consultants, contractors, developers, regulatory agencies, partner organizations, elected officials, and the public on complex engineering matters.
- Supports the City Engineer in advancing Engineering Division initiatives, operational improvements, succession planning, and organizational continuity, and may serve as Acting City Engineer during temporary absences or as delegated.
- Demonstrates professionalism and the Department's commitment to safety, stewardship, innovation, accountability, quality, customer service, and continuous improvement.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

- Advanced principles, practices, and techniques of professional civil engineering applicable to the planning, design, construction, operation, maintenance, and rehabilitation of municipal public works infrastructure.
- Federal, state, and local laws, regulations, engineering standards, permitting requirements, and applicable Washington State Department of Transportation (WSDOT) Standard Specifications and Standard Plans.
- Municipal capital project delivery, consultant administration, construction administration, development review, public contracting, asset management, and long-range infrastructure planning.
- Engineering software, technology, and office applications commonly used in municipal engineering, including AutoCAD Civil 3D, Bluebeam, ArcGIS, WWHM, Microsoft Office, and related applications.

Skills

- Advanced engineering analysis, technical problem solving, and preparation and review of engineering calculations, plans, specifications, estimates (PS&E), reports, and supporting engineering documentation.
- Managing complex capital projects, consultant contracts, project schedules, budgets, and competing priorities.
- Interpreting engineering plans, technical specifications, maps, plats, legal descriptions, municipal code, and regulatory requirements.
- Communicating technical information effectively to staff, consultants, contractors, regulatory agencies, elected officials, and the public.

Abilities

- Lead complex engineering assignments while exercising sound professional judgment and providing technical direction on engineering matters.

- Review engineering work for technical accuracy, consistency, and compliance with applicable engineering standards and regulations.
- Mentor engineering staff, promote professional development, and support quality assurance and continuous improvement within the Engineering Division.
- Build collaborative relationships and effectively represent the Engineering Division with internal and external stakeholders.
- Perform field investigations and construction inspections under varying site and weather conditions.
- Adapt to evolving engineering technologies, including emerging software, data management systems, and artificial intelligence applications that improve organizational effectiveness.
- Maintain regular attendance while demonstrating professionalism, integrity, accountability, initiative, leadership, and sound judgment.

Minimum Qualifications

CIVIL ENGINEER I:

This is an entry-level engineering classification intended to provide progressively responsible experience leading toward licensure as a Professional Engineer in the State of Washington. Typical qualifications include a bachelor's degree in Civil Engineering or a closely related engineering discipline from an accredited college or university and zero (0) to four (4) years of progressively responsible civil engineering experience.

Possession of an Engineer-in-Training (EIT) certification issued by the Washington State Board of Registration for Professional Engineers and Land Surveyors, or the ability to obtain certification within six (6) months of appointment through successful completion of the Fundamentals of Engineering (FE) examination.

Any combination of education, training, and experience that provides the required knowledge, skills, and abilities to successfully perform the essential functions of the position and satisfies applicable Washington licensing requirements may be considered. Possession of, or the ability to obtain prior to employment, a valid Washington State driver's license is required.

CIVIL ENGINEER II:

Bachelor's degree in Civil Engineering or a closely related engineering discipline from an accredited college or university and typically four (4) to eight (8) years (4 years EIT, 1 – 4 years under license) of progressively responsible professional civil engineering experience demonstrating independent project management, engineering design, construction administration, and application of professional engineering judgment.

Possession of a Professional Engineer (PE) license, or the ability to obtain Washington State licensure through reciprocity within six (6) months of appointment, is required. The ideal candidate would have 4+ years of experience designing and managing civil projects across diverse practices applicable to municipal civil infrastructure.

Equivalent combinations of education, training, and qualifying experience that provide the knowledge, skills, and abilities necessary to perform the essential functions of the position may be considered. A valid Washington State driver's license, or the ability to obtain one prior to employment, is required.

CIVIL ENGINEER III:

Bachelor's degree in Civil Engineering or a closely related engineering discipline from an accredited college or university and eight (8) years of progressively responsible civil engineering experience (3 – 4 years of experience under license) demonstrating increasing responsibility for the planning, project management, engineering design, construction administration, application of professional engineering judgment and oversight of complex municipal infrastructure projects.

Possession of a Professional Engineer (PE) license, or the ability to obtain Washington State licensure through reciprocity within six (6) months of appointment, is required. The ideal candidate would have 3 - 4 years of experience

designing and managing civil projects across diverse practices applicable to municipal civil infrastructure stamped and signed under their license.

Equivalent combinations of education, training, and qualifying experience that provide the knowledge, skills, and abilities necessary to perform the essential functions of the position may be considered. A valid Washington State driver's license, or the ability to obtain one prior to employment, is required.

Supplemental Information

WORKING CONDITIONS

This position entails both office and field (outdoor) based work. Typical office activities include, but are not limited to, desk/computer work, attendance of department and private meetings, customer service, attendance and participation in council, commission, and public facing meetings. Typical field work activities require driving and include, but are not limited to, construction and permit inspection, site visits, public hearings and meetings, travel for trainings and conferences. Incumbent should be capable of navigating within active construction work zones traversing uneven terrain of varied surfacing, and operate in conditions exposed to hazards requiring safety protection, and exposure to varying weather like heat, rain, snow, ice. Work outside of normal hours including evenings, weekends, and holidays (field and office work) may be required. Incumbent may be expected to assist maintenance crews in emergency response.

Employer

City of Sequim

Address

152 W. Cedar St.

Sequim, Washington, 98382

Website

<https://www.sequimwa.gov/>

Civil Engineer I/II/III Supplemental Questionnaire

*QUESTION 1

What draws you to this particular position and the City of Sequim?

QUESTION 2

Which Civil Engineer level are you applying for? (Select the option that best fits your level of education, licenses, and experience based on the minimum qualifications listed in the job posting)

- ☐ Civil Engineer I
- ☐ Civil Engineer II
- ☐ Civil Engineer III

* Required Question