



City of Port Angeles

Internal/External Recruitment Announcement

Opens:
October 23, 2026

First Review:
November 9, 2026

Civil/Utility Engineer I/II/III

Engineering Division

Determination of Engineer I, II, or III is dependent upon the needs of the Engineering Division and based on candidate qualifications at the time of hire.

\$7,500 Sign On Bonus

Nature of Work:

Civil Utility Engineer I

Under general direction and management/engineering supervision of the City Engineer or their designee, performs engineering work involved in the preparation of working drawings, plans, specifications, and estimates relating to the design, construction, and maintenance of public works projects and facilities. Such projects include street, water, sanitary sewer, storm sewer, and solid waste systems. This is an entry level position for engineers.

- Prepares studies, construction plans, designs, specifications, and estimates.
- Prepares environmental documents and permit applications for projects.
- Provides engineering support to operational divisions to support maintenance, repair, and operations of public works and utilities systems and infrastructure.
- Computes and compiles survey data from field survey notes; corrects, updates and extends city mapping.
- Coordinates the collection and entry of traffic and accident data for traffic studies.
- Inspects Public Works projects for conformance with project plans and specifications. Verifies contract pay quantities.
- Assists in annual bridge condition inspections and reporting.
- Prepares and maintains various files and records concerning public works projects.
- Responds to public requests for information and complaints concerning utilities, traffic and public works policies and procedures.

Key Tasks:

- Following the Statement of Values, Guiding Pillars and Performance Factors within the team and with supervisors; by being positive, engaged, and responsive.
- Following and working within the teams' organizational structure, roles, and responsibilities.

- Implementing special projects, SOPs, policies, and directives.
- Responding to all phone calls, emails, etc. with an initial reply within two business days.
- Ensuring up to date and responsive calendar/scheduling management.
- Using a collaborative teamwork approach to issues and projects.
- Submitting detailed reports as requested.
- Meeting City Manager's Office, Finance, and departmental reporting timelines.
- Providing timely and actionable updates on critical issues.
- Ensuring assigned CFP/TIP project milestones/budgets are clearly and regularly communicated.
- Conducting regular subordinate performance evaluations and KPI reviews, updating work summaries and job descriptions as needed (only applicable to those staff managing other staff).
- Taking assigned training and continuing education courses (on paid time as provided by the City).
- Ensuring subordinate staff also meet these key responsibilities (only applicable to those staff managing other staff).
- Communicating to supervisor(s) in a timely manner when support, guidance, or resources are needed to meet deadlines and deliverables, and provide feedback on potential process improvements when identified.

Civil/Utility Engineer II

Under general direction and management supervision of the City Engineer or their designee, coordinates and performs work involved in the preparation of working drawings, plans, specifications, and estimates relating to the design, construction, and maintenance of public works projects and facilities. Such projects include water, wastewater, stormwater, streets and solid waste systems. Assists in the supervision of the combined engineering functions of the City; including streets, storm water, traffic signals and other engineering projects along with development plan reviews, grant/loan support and permitting.

- Manages complex projects and/or project teams in the preparation of working drawings, plans, specifications and estimates for sanitary sewers, storm sewers, water lines, street improvements, solid waste facilities and other similar projects.
- Prepares studies, construction plans, designs, specifications, and estimates.
- Prepares and reviews environmental documents and permit applications for projects.
- Administers contracts and manages public works construction projects and consultant agreements.
- Computes and compiles survey data from field surveys; corrects, updates and extends city mapping.
- Coordinates data collection for traffic studies and pavement management programs.
- Investigates and makes recommendations regarding traffic planning and safety issues.
- Assists in the preparation of annual budget, Transportation Improvement Plan (TIP), Capital Facilities Plan (CFP) and grant applications.
- Prepares and maintains various files and records concerning public works projects.
- Responds to public requests for information and complaints concerning utilities, traffic and public works policies and procedures.

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Civil/Utility Engineer III

Under general direction and management supervision of the City Engineer or their designee, serves as a senior engineer in the Capital Engineering Division of the Community and Economic Development (CED) Department to support the Capital Engineering Division's Capital Facilities Program by preparing engineering designs including plans specifications and engineering estimates. Additional work will include managing engineering consultant designs for complex capital projects, ensuring technical competence and compliance with all current codes and criteria. This position supervises the combined engineering functions of the City, including utilities, streets, traffic signals and other engineering projects along with development plan reviews, grant/loan support and permitting.

- Supervises assigned engineering subordinates and guides them in the preparation of working drawings, plans, and estimates for sanitary sewers, storm sewers, water lines, street improvements, solid waste facilities and other similar projects.
- Assists City Engineer in strategic planning, preparation and delivery of the engineering division, utility and transportation tasks and budgets.
- Provides input to the City Engineer on performance evaluations for assigned subordinates.
- Prepares and/or oversees engineering consultant preparation of preliminary and final engineering plans, specifications and cost estimates for complex water, sanitary sewer, storm drainage, and stream restoration projects.
- Prepares construction contracts for bidding and responds to bidder inquiries. Reviews

contractor submittals for compliance with the plans and specifications. Assists Project Managers in resolving field conflicts or changes.

- Conducts field investigations to identify problems, assess project feasibility and evaluate alternatives. Provides research, analysis, reports and recommendations on engineering issues.
- Ensures that engineering work is in compliance with federal, state and local codes and regulations. Coordinates other city departments, agencies, and regulators to obtain needed permits and grants.
- Provides quality control oversight to ensure that project goals are met and prevent cost overruns resulting from construction change orders and ensuring all grants are well managed.
- Perform role of 'acting' City Engineer as needed.
- Utilizes a structured analytic method to analyze project alternatives.
- Ensures that projects are completed on schedule and within budget.
- Leads the engineering, permitting and public involvement components of technically and politically complex capital projects.
- Represents the City and makes presentations to City officials, other jurisdictions or organizations and the general public to explain technical design features, project priorities, or project modifications requiring additional funding.
- Leads the public involvement component of complex capital projects. Coordinates project planning and design with property owners, interested citizens and other affected city departments and agencies. Responds to customer inquiries and complaints. Provides technical assistance to help resolve issues.
- Prepares and administers consultant contracts for general and specialized design services.
- Responsible for updating portions of the Public Works and Utilities Engineering Standards.
- Assists in the acquisition of needed easements or property rights.
- Provides technical support to other sections within the Public Works and Utilities Department as well as other city departments, regulatory agencies and other jurisdictions.
- Oversees staff response to public requests for information and complaints concerning utilities, traffic and public works policies and procedures.

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- Taking assigned training and continuing education courses (on paid time as provided by the City).
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Salary:

2026 Salary Scale:

Civil/Utility Engineer I: \$95,840.16 - \$114,435.36 annually (\$46.077 - \$55.017 per hour)

Civil/Utility Engineer II: \$101,664.16 - \$121,411.68 annually (\$48.877 - \$58.371 per hour)

Civil/Utility Engineer III: \$114,417.13 - \$136,622.00 annually (\$55.008 - \$65.684 per hour)

2027 rates (3% COLA effective 01/01/27)

Civil/Utility Engineer I: \$98,715.36 - \$117,868.42 annually (\$47.459 - \$56.668 per hour)

Civil/Utility Engineer II: \$104,714.08 - \$125,054.03 annually (\$50.343 - \$60.122 per hour)

Civil/Utility Engineer III: \$117,849.64 - \$140,720.66 annually (\$56.658 - \$67.655 per hour)

Excellent benefits include longevity pay after completion of 5 years, medical, dental and vision coverage for employees and dependents, life insurance, long-term disability insurance, vacation/sick leave accrual, PERS retirement and deferred compensation plans. Employees share 12.5% of the medical premium. Position is represented by AFSCME Local 1619.

Qualifications:

Education:

Graduation from an accredited four (4) year college or university with a bachelor's degree in civil, environmental, mechanical, water resource engineering or related engineering discipline is required; OR, an equivalent combination of education, training, and experience which provides the necessary knowledge, skills, abilities and other competencies necessary for success in the target position.

Experience:

Civil/Utility Engineer I:

- Two years of experience in related engineering work preferred.
- Possession of an Engineer in Training Certificate from the State of Washington is strongly preferred. (Advancement to the final 2 steps of the salary range requires the employee to possess an Engineer in Training Certificate from the State of Washington).
- Knowledge and proficiency with computers and a variety of software including Microsoft products and engineering applications is required.
- Possession of or ability to obtain within 30 days, a valid Washington State Driver's license at the time of appointment and a good driving record is required.

Civil/Utility Engineer II:

- Four years of progressively responsible experience in civil or utility engineering work is

required.

- Possession of an Engineering-in-Training certificate is required.
- Possession of a valid Professional Engineer's License from the State of Washington or a minimum of 8 years of progressive engineering experience under the direct supervision of a licensed engineer is highly desired. (Advancement to the final 2 steps of the salary range requires the employee to possess a valid professional engineer's license from the State of Washington.).
- Possession of or ability to obtain within 30 days of appointment, a valid Washington State Driver's license at the time of appointment and a good driving record is required.

Civil/Utility Engineer III:

- At least ten (10) years' experience in the design of municipal water, sanitary sewer, storm drainage, transportation, solid waste, and/or open stream projects.
- Or any equivalent combination of education, experience and training that provides the required knowledge, skills, and abilities.
- Washington State Professional Engineering license required.
- Possession of or ability to obtain within 30 days of appointment, a valid Washington State Driver's license at the time of appointment and a good driving record is required.

The ideal candidate will possess the following:

Civil Utility Engineer I

- Knowledge of civil engineering methods and techniques as applied to public works design, construction and maintenance projects.
- Knowledge of City, County, State and Federal regulatory codes and ordinances relative to professional engineering projects and traffic engineering.
- Knowledge of computer aided drafting techniques and the ability to make computations from field survey data is also required.
- Ability to adapt approved engineering methods and standards to the design, construction and inspection of a variety of public works projects.
- Ability to supervise subordinate personnel in proper work methods and review their work during and after completion of tasks.
- Ability to establish and maintain effective working relationships with fellow workers and the general public.
- Ability to organize and interpret analytical traffic control and safety studies.
- Ability to deal courteously and tactfully with the public and general contractors relative to various construction projects.
- Ability to communicate, read, write, and understands English at a level necessary for efficient job performance.

Civil/Utility Engineer II:

- Knowledge of supervisory practices, methods and techniques.
- **Knowledge of civil engineering methods and techniques as applied to public works design, construction and maintenance projects.**
- **Knowledge of City, County, State and Federal regulatory codes and ordinances relative to**

professional engineering projects and traffic engineering.

- Knowledge and proficiency with computers and a variety of software including Microsoft products and engineering applications is required.
- Specific knowledge of computer aided drafting techniques and the ability to make computations from field survey data is also required.
- Ability to adapt approved engineering methods and standards to the design, construction and inspection of a variety of public works projects.
- Ability to supervise subordinate personnel in proper work methods and review their work during and after completion of tasks.
- Ability to establish and maintain effective working relationships with fellow workers and the general public.
- Ability to organize and interpret analytical traffic control and safety studies.
- Ability to deal courteously and tactfully with the public and general contractors relative to various construction projects.
- Ability to communicate, read, write, and understands English at a level necessary for efficient job performance.

Civil/Utility Engineer III:

- Knowledge of modern methods of administration and supervisory practices and techniques.
- Thorough knowledge of established water, sewer, and drainage utility engineering principles, methods, practices, and techniques as applicable to a municipal setting; Knowledge of modern, fundamental scientific and civil engineering concepts, materials and techniques.
- Thorough knowledge of applicable City policies, laws, and regulations affecting Engineering Division activities.
- Ability to organize, analyze, interpret and evaluate scientific civil engineering problems and provide practical, cost effective solutions.
- Excellent written, verbal and interpersonal communication skills including public speaking ability, ability to communicate technical information in a non-technical manner.
- Ability to communicate effectively with customers, co-workers, subordinates, consultants, contractors and the general public, both orally and in writing.
- Ability to plan, direct and supervise subordinate personnel in proper work methods and review their work during and after completion of tasks.
- Experience in developing, designing and managing complex and politically sensitive capital projects.
- Experience with computer software applications including word processing, databases, spreadsheets and AutoCAD or equivalent software.
- Ability to independently plan, schedule, organize and complete multiple projects within established deadlines and budgets.
- Ability to work effectively with peers in a team environment.
- Ability to problem-solve and resolve conflicts with a wide variety of stakeholders.
- Ability to work evenings and weekends, as required.
- Experience in obtaining environmental permits is desired.
- Experience in applying for and managing grants for public works projects.

To Apply: Please complete the attached application and attach a letter of interest and resume. First review of applications will take place **November 9, 2026.**

Selection Process: Applicants will be evaluated on the qualifications and related experience. Only those selected for an interview will be contacted.

Human Resources Office
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