

**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

**AGENDA TITLE:** Approval of Ordinance No. 452 to Reclassify the vacant Development Review Engineer position to a Development Review Engineer II and to Increase the Salary for the Permit Services Manager classification

**DEPARTMENT:** Human Resources

**PRESENTED BY:** Marci Wright, Human Resources Director  
Joe Tovar, Planning and Development Services Director

**ISSUE STATEMENT:** We currently have a vacancy in one of our Development Review Engineer positions. In analyzing current operational needs, the Planning and Development Services Department has determined the need for a licensed Professional Engineer to serve within the department. The resulting proposed classification, Development Review Engineer II, would bring the desired professional engineering expertise to the Department. At the same time, the Department recommends increasing the salary of the Permit Services Manager, who supervised the development review engineer positions, to reflect this change.

**ANALYSIS:** Because the nature of design review work within the City of Shoreline often involves reviewing complex infill development proposals, the hiring and retaining of a licensed professional engineer as a Development Review Engineer is desirable. Adding this resource should take the quality of service and the quality of the products provided by the permit services program to the next level. The Development Review Engineer II would be assigned the most challenging and higher profile project reviews, serve as lead on the review, update and development of applicable codes, standards and procedures.

We are recommending a salary placement based upon our practice of maintaining all classifications requiring a professional engineer's license within the same salary range. Therefore, we recommend placing the Development Review Engineer in Range 59 along with the Traffic Engineer, the Surface Water & Environmental Services Manager and the Capital Projects Manager II.

The Development Review Engineer is supervised by the Permit Services Manager, which is currently in salary range 56. We recommend moving the Permit Services Manager also to Range 59. This increase in salary would avoid creating the anomaly of a supervisory position being assigned to a lower salary range than a position it supervises.

**FINANCIAL IMPACT:** The 2007 salary increases are estimated to be approximately \$17,000. The Department plans to fund this increase by permit fees paid for civil review.

### **RECOMMENDATION**

Staff recommends that Council adopt Ordinance No. 452 reclassifying the vacant Development Review Engineer to a Development Review Engineer II and increasing the salary for the Permit Services Manager in the Planning and Development Services Department and amending the City of Shoreline Classification and Compensation Plan.

### **ATTACHMENTS**

Attachment A – Ordinance No. 452 reclassifying the position

Attachment B— Development Review Engineer II classification specification

Approved By:

City Manager



City Attorney



**ORDINANCE NO. 452**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON, RECLASSIFYING THE VACANT DEVELOPMENT REVIEW ENGINEER TO A DEVELOPMENT REVIEW ENGINEER II AND INCREASING THE SALARY FOR THE PERMIT SERVICES MANAGER IN THE PLANNING AND DEVELOPMENT SERVICES DEPARTMENT AND AMENDING ORDINANCE NO. 443, BY AMENDING THE 2006 EXEMPT SALARY TABLE**

WHEREAS, Ordinance No. 443 amended the 2006 Final Budget for the City of Shoreline (hereafter "2006 Budget"); and

WHEREAS, City staff have determined it is appropriate to reclassify the vacant Development Review Engineer to a revised classification specification, Development Review Engineer II; and

WHEREAS, a salary range should be set which is commensurate with the revised classification; and

WHEREAS, the salary range should be increased for the Permit Services Manager classification;

WHEREAS, the positions shall continue to be in the Planning and Development Services Department and no amendments to the Department's 2006 budget are needed;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON, DO ORDAIN AS FOLLOWS:**

**Section 1. Amendment to the 2006 Budget Summary.** The City hereby amends Section 1 of Ordinance No. 443 by making the following revisions to the 2006 Exempt Salary Table, 2006 Adopted Budget Tables:

The new classification "Development Review Engineer II" is added to Range 59 and the classification Permit Services Manager is moved from Range 56 to Range 59 of the 2006 Exempt Salary Table.

**Section 2. Effective date.** A summary of this ordinance consisting of its title shall be published in the official newspaper of the City and the ordinance shall take effect and be in full force five (5) days after the date of publication.

**PASSED BY THE CITY COUNCIL ON NOVEMBER 27, 2006.**

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Robert Ransom, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

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Scott Passey  
City Clerk

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Ian Sievers  
City Attorney

Date of Publication:  
Effective Date:

## CITY OF SHORELINE

### DEVELOPMENT REVIEW ENGINEER II

*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.*

#### **DEFINITION**

To provide responsible professional engineering assistance in the review of private development projects, including inspection and approval, in coordination with the Planning and Development Services Department; ~~to oversee and coordinate the permitting and inspection of projects and activities in the City right-of-way~~ to develop and update codes, standards, practices related to private development of public infrastructure; to serve as the project manager for various permits and projects as assigned; and to perform various office and field duties as required.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Permit Services Manager or other assigned manager.  
May supervise the work of assigned technical staff.

#### **DISTINGUISHING CHARACTERISTICS**

This is an advanced journey level classification. Positions at this level are distinguished from the Development Review Engineer I by the licensed achieved, the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties including the most complex projects. Employees at this level are required to be fully trained in all procedures related to assigned area or responsibility and to work independently.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS** *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

#### **Essential Functions:**

1. Review private development engineering specifications, estimates, and other documents for completeness, and accuracy and compliance with adopted codes and standards.
2. Conduct inspections of work-in-progress; ensure projects are completed in compliance with applicable codes, regulations and standards.
3. Respond to questions and inquiries from the public regarding street and drainage issues, standards and permits; attend meetings and make presentations to citizen advisory groups and in other public settings.
4. Coordinate assigned engineering projects with outside contractors, government agencies and organizations and the public; provide assistance to project managers and ~~City Engineer~~Public Works Department.
5. Plan, direct, coordinate and review the work plan for staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
6. Coordinate assigned activities with other divisions, departments and outside agencies; establish and maintain cooperative working relationships with co-workers, applicants, other departments, consultants, contractors and citizens.
- 6-7. Prepare and maintain records of work completion; coordinate work in progress to assure projects are completed in compliance with codes, specifications, standards and time schedules.

- 7.8. Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
8. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of development, stormwater management, environmental protection and permitting.
9. Provide information to the public, contractors, and developers, property owners and internal staff regarding development issues related to the private installation of right-of-way and stormwater improvements; development issues; and interpret various construction codes and standards related to stormwater, water quality, utilities and right of way development, ordinances and zoning regulations.
10. Review various technical engineering reports in conjunction with associated plans.
11. Develop and improve processes and resources used to review the engineering components of permit applications.
12. Provide technical expertise and respond to complex questions; resolve conflicts and interpret various codes and standards.

**Marginal Functions:**

1. Perform a variety of office and field support duties as required.
2. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Principles and practices of civil engineering.  
Principles, practices, materials and terminology related to surface water management and control.  
Principles and practices of project management.  
Principles, practices, materials and terminology related to right-of-way construction.  
Principles and practices of permit processing and plan review.  
Methods and techniques used in engineering plan review.  
Methods and techniques used to conduct on-site engineering and right-of-way field inspections.  
Comprehensive planning and code development principles, practices and techniques.  
Modern office procedures, methods and equipment including computers.  
Principles of supervision, training and performance evaluation.  
Pertinent Federal, State and local codes, laws and regulations.

**Ability to:**

Review engineering plans and specifications.  
Inspect permitted engineering work and projects in the City's right-of-way for completeness, proper work methods and compliance with applicable regulations and ordinances.  
Respond to requests and inquiries from the general public  
Oversee, direct and coordinate the work of lower level staff.  
Select, supervise, train and evaluate staff.  
Manage and coordinate projects as assigned.  
Assure work projects are completed according to code specifications and timelines.  
Interpret and apply Federal, State and local policies, laws and regulations.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.  
Provide excellent customer service.

**Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Three-Five years of increasingly responsible development services/engineering experience including some planning or development experience.

**Training:**

Equivalent to a bachelor's degree from an accredited college or university with major course work in civil engineering or an applicable field. ~~Prefer Professional Engineer's License.~~

**License**

Registration as a Professional Engineer in the State of Washington

**WORKING CONDITIONS****Environmental Conditions:**

Office and field environment; travel from site to site; extensive public contact.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time, and for conducting work-in-progress inspections; near visual acuity for the review of technical engineering plans and specifications; communication with the public.

**Note:**

1. Any combination of education and experience may be substituted, so long as it provides the desired skills, knowledge and abilities to perform the essential functions of the job.
2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.
3. While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.
4. This job description in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job related duties requested by their supervisor.

I have read and understand this class description.

\_\_\_\_\_  
Signature

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Date

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