

**PORT OF BENTON, WASHINGTON
CLASS SPECIFICATION**

Engineering & Capital Development Manager (Civil Engineer II)

<u>JOB FAMILY</u>		<u>FLSA STATUS</u>
Administration		Exempt
Salary Band Min. \$120,000 (\$57.69/hr)	Salary Band Mid. \$135,000 (\$64.90/hr)	Salary Band Max \$150,000 (\$72.11/hr)

CLASS SUMMARY:

The Engineering and Capital Development Manager oversees the planning, design, and execution for a range of simple to complex public works and capital projects for the Port of Benton. Working under the general direction of the Executive Director, this position manages all phases of infrastructure development, from feasibility and permitting through construction, ensuring projects are completed on time, within budget, and in compliance with Port, local, state, and federal and applicable grant requirements.

BENEFIT INFORMATION:

Mandated Benefits. The Port will make benefits required by federal, state, or local laws available to employees and ensure they are administered consistent with the governing laws. These benefits include, but are not limited to, the following: Social Security (FICA) insurance, Industrial insurance/Workers Compensation coverage, Unemployment compensation, Military leave (based on both federal and state requirements), Pregnancy disability leave, Family and Medical Leave Act (FMLA) of 1993, The Family Care Act (FCA) of 2002, The Washington Paid Family & Medical Leave Act (2020).

Additional Benefits for Employees. The following benefits shall be administered consistent with Port eligibility requirements.:

- The following paid leave plans shall be administered: Paid Time Off (PTO). Employees are encouraged to take at least two weeks of paid time away from work for vacation or personal reasons each year. Holidays. The port shall observe the following eleven (11) holidays: New Year's Holiday, Martin Luther King, Jr., Day, Presidents Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Native American Heritage Day (the day after Thanksgiving), Christmas Day.
- Bereavement Leave. Time off to attend or plan for funeral or memorial services of a close family member. Additional details are described within the Port's Personnel Policy. Supplemental Military Leave. Additional partially paid military leave in response to an involuntary deployment resulting from Presidential Recall or a declared State of Emergency. Civic Duty Leave. Paid time away from work to serve on jury duty, or, in limited circumstances, appear in court as a subpoenaed witness.
- Retirement. Pension benefits that provide vested employees with post-retirement income shall be as described in this section. Employees (other than DRS-retired employees receiving a pension from any State of Washington DRS pension plan) will become members of the Washington Public Employees Retirement System (PERS). Retirement benefits will be administered consistent with applicable Washington state laws.
- Employees hired in otherwise eligible positions under RCW 41.40 who are excluded from membership in PERS because of non-citizen, nonresident status, may be provided from date of employment with an individual pension or annuity arrangement that will provide benefits similar to those provided under PERS, Plan Two. The Port Auditor is authorized to execute all documents and to take all action necessary to implement such an arrangement.

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- Healthcare. Medical, pharmacy, dental, and vision coverage offered to eligible employees consistent with Patient Protection and Affordable Care Act (ACA) requirements shall be as follows:
- Employees will have the ability to enroll their eligible dependents in the same medical, pharmacy, dental, and vision plans the employee elects. Employees may be required to pay all or a portion of their healthcare premiums by payroll deduction. The Port retains the right to modify or terminate healthcare benefits.
- Life and Disability Insurance. Benefits to protect against unexpected loss shall be as follows: Life Insurance. Benefits paid to beneficiaries in the event of death. The Port will provide basic life insurance for employees and limited life insurance for employees' dependents. Employees will have the ability to purchase additional life insurance for themselves and/or their dependents.
- Accidental Death and Dismemberment (AD&D). Benefits paid to employees in the event they lose a limb or to their beneficiaries in the event of accidental death. Employees will have the ability to purchase additional AD&D insurance for themselves and/or their dependents.
- Long-Term Disability. Partial income continuation benefits paid to employees unable to work for extended periods of time.
- Flex Time and Alternative Work Arrangements. Work schedules that include varied start and stop times, flex time, as well as longer workdays combined with a non-workday each week or pay period, compressed work week arrangements. Telecommuting or telework schedules are another form of alternative work arrangement.
- Deferred Compensation (DCP). The Port of Benton will match up to 4%, any employee contributions to a Deferred Compensation Program (for example, if an employee contributes 2%, the Port will match 2%).

ESSENTIAL DUTIES:

This role oversees the full lifecycle of simple to complex public works and capital development projects, including planning, funding, stakeholder coordination, and construction oversight. The position supports strategic infrastructure initiatives and ensures compliance with regulatory and funding requirements. This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.

Project Planning & Management

- Plan, monitor, and control the full lifecycle of large-scale capital projects (e.g., master plans, rail/barge facilities, industrial infrastructure).
- Develop long-range capital improvement plans and multi-year cost forecasts.
- Support updates to strategic planning documents (e.g., Comprehensive Scheme of Harbor Improvements, Strategic Plan, TIPs, Operating and Capital budgets).

Procurement & Contract Administration

- Develop scopes of work for professional and construction services in compliance with Port and state procurement policies and requirements.
- Conduct consultant and contractor selection processes, including interviews, scoring, and contract management.
- Coordinate and conduct pre-construction meetings; oversee contract execution and compliance.
- Review and approve project, contractor and consultant payment requests.

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Budgeting & Financial Oversight

- Prepare annual capital project budget recommendations.
- Monitor and control expenditures; assist with billings and support grant applications.
- Manage awarded funds in compliance with state and federal funding requirements.

Funding & Grant Management

- Identify and secure grants, loans, and other funding opportunities (e.g., CERB, WSDOT, federal programs).
- Prepare applications, presentations, and manage compliance for awarded funds.

Stakeholder Engagement & Coordination

- Collaborate with local and regional partners (e.g., City of Richland, Benton County, tribal entities, U.S. Army Corps of Engineers).
- Coordinate studies, interlocal agreements, easements, permitting, and funding.
- Solicit input from residents, property owners, tenants, and developers to guide project decisions.
- Work with the Port Communications Department to ensure timely and accurate public communication regarding projects.
- Communicate with citizens and stakeholders regarding project issues and resolve inquiries or complaints.
- Communication with various Port departments to ensure all departments are informed of activities, cash flows, and resource allocation coordination

Technical Oversight & Engineering Review

- Review architectural and engineering plans for compliance with Port standards and applicable codes.
- Perform or review engineering calculations related to utilities, construction, and transportation design.
- Provide technical oversight and direction to Port staff and consultants.

Reporting & Documentation

- Prepare written, verbal, and special reports on projects and contracts.
- Conduct research and present findings to external groups, Port Commission, and city councils.
- Maintain accurate project records and documentation.

Infrastructure & Asset Management

- Oversee Port infrastructure assets, including rail, barge complex, and industrial facilities.
- Provide oversight of utility and GIS mapping systems, land surveying, and creation of lease/utility exhibits.
- Collaborate with maintenance staff on major maintenance and site improvement projects.

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TRAINING AND EXPERIENCE:

Bachelor's degree in Business or related fields and eight (8) years of economic development management experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job, such as those listed above, unless otherwise subject to any other requirements outlined in law or regulation.

PREFERRED LICENSING/CERTIFICATIONS:

Bachelor's degree in civil engineering, land surveying, or a related field, and four (4) years of experience in civil engineering design. Land surveying, planning, project administration, or equivalent combination of education and experience. Other combinations of education and experience may be considered.

- Washington State Professional Engineering License or Professional Land Surveying license.
- Valid driver's license.

KNOWLEDGE OF:

- Applicable Federal, State, and local laws, rules, codes and regulations related to assigned activities.
- Applicable laws, codes, regulations, policies, and procedures for Local Improvement District formation and administration.
- Policies and objectives of assigned program and activities.
- Port organization, operations, policies and objectives.
- Federal and State procedures in contract inspection and documentation.
- Advanced principles, practices, methods and techniques of civil engineering as applied to municipal infrastructure.
- Modern engineering and surveying methods as applied to the design, project management and construction of public works, public utilities, transportation, and general construction.
- Principles of work direction and guidance of other technical personnel.
- Budget preparation and control.
- Knowledge of Washington State procurement requirements for Architectural and Engineering services and construction projects.
- Research methods and report writing techniques.
- Operation of computer-aided drafting equipment.
- Manual for Uniform Traffic Control Devices.
- Modern office practices, methods, procedures, and equipment.
- Record-keeping principles, procedures, and techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Interpersonal skills using tact, patience, and courtesy.
- Technical aspects of civil engineering and/or land surveying.

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SKILL IN:

- Interpret, apply, and explain local, State and national codes, rules, regulations, policies, and procedures.
- Plan, monitor, and control the design and conduct of complex and large-scale engineering and/or land surveying studies, plans, and projects.
- Develop and control related budgets.
- Create and develop long-range capital and project plans.
- Prepare State and Federal grant applications and construction contracts and conducts presentations for obtaining construction funds.
- Plan, design, and evaluate engineering and land surveying projects to ensure objectives and codes are followed.
- Coordinate and direct outside engineering and surveying consultants and firms.
- Inspect work in progress and upon completion to assure performance complies with contracts, and City, State, and federal specifications and regulations.
- Perform difficult and complex engineering, surveying, and mathematical computations.
- Make verbal presentations and lead technical meetings.
- Maintain records and prepare comprehensive reports.
- Observe legal and defensive driving practices.
- Communicate effectively both orally and in writing; comprehend and use English effectively, including producing all forms of communications in a clear, concise, and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, organize own work, set priorities, and meet crucial deadlines.
- Operate modern office equipment, including personal computer equipment, using standard or customized software application programs appropriate to assigned tasks.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

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ADA AND OTHER REQUIREMENTS:

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The physical demands described below are representative of those that must be met by an employee to perform the essential functions of the job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This work requires regular and punctual attendance at the office or other assigned locations; work requires the occasional exertion of up to 25 pounds of force; work constantly requires using hands to finger, handle or feel, frequently requires sitting and speaking or hearing, and occasionally requires standing, walking, reaching with hands and arms and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather), exposure to fumes or airborne particles, exposure to outdoor weather conditions and exposure to moving mechanical parts and heavy construction equipment; work is generally in a moderately noisy location (e.g. business office, light traffic). Construction projects occasionally require work on nights and weekends.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the Port and department.