

# City of Spokane Valley Employment Opportunity

## POSITION: ENGINEER – PLANNING/GRANTS

**ABOUT THE CITY:** Spokane Valley is a city with a population of approximately 107,000 located on the eastern border of Washington State in the heart of the Inland Northwest. We pride ourselves on quality neighborhoods and schools, along with strong business and retail centers. Friendly people, natural surroundings and beautiful weather are part of what makes our community a favorite destination. Spokane Valley is a high-performing organization and employs the use of best practices. We are a workforce based upon loyalty, accountability and professionalism. We place a high value on customer service and take a team-oriented, collaborative approach to the way we do business. If working for a fast-paced, evolving organization appeals to you, and you desire a work environment that is intellectually stimulating, respectful and rewarding, we urge you to apply.

**ABOUT THE POSITION:** Spokane Valley is seeking a highly qualified and enthusiastic employee to serve our City as a full-time Planning/Grants Engineer in our Community and Public Works Department. The ideal candidate will support the Engineering division by planning and programming capital improvement projects. Must have exceptional technical skills and a strong desire to provide superior service to both internal and external customers.

**SELECTED EXAMPLES OF DUTIES:** Provides expertise in project planning and the development of grant applications. Primary duties include management of the City's Six Year Transportation Improvement Program, development of project scopes and cost estimates, preparation of grant funding applications, and coordinating with project managers for the completion of funding authorization documents. Duties may also include design, management, and review of engineering plans, specifications, and estimates related to capital projects prepared by consultants and/or city staff, planning and prioritization of projects within the City's Pavement Management Program, and collaboration with members of the public, including local, state, and federal stakeholders or funding partners. Assists in the evaluation of transportation and traffic impacts of development, permits, rezones, plats, etc. as related to current and future projects. Prepares traffic, utility and other studies and reports.

**DESIRED MINIMUM QUALIFICATIONS:** Graduation from a four-year college or university with a degree in business, public administration, civil engineering, planning, or a closely related field; and minimum of three (3) years of related experience including at least two years of municipal engineering and/or work experience related to grant writing and administration, capital facilities and transportation planning; Equivalent combination of education and experience may be considered.

**NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:** Thorough knowledge of civil engineering and/or transportation planning principles, practices and methods as applicable to a municipal setting; considerable skill in arriving at cost estimates on complex projects; ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, City officials and the general public; ability to conduct necessary engineering research and compile comprehensive reports. Knowledge of preparing grant applications and assuring grant requirements and deadlines are met. Knowledge of conducting research and preparing data and cost analyses related to job functions. Familiarity with AutoCAD strongly preferred. Ability to build collaborative relationships and positive interactions with all individuals within the with the community.

**SPECIAL REQUIREMENTS:** Registration as an Engineer In Training (EIT) or as a Professional Engineer (PE) is desirable. Experience in public works administration, transportation planning, engineering, and/or construction is strongly preferred. Must possess a valid State driver's license or have the ability to obtain one prior to employment. Successful completion of a background check, including a criminal check, is a requirement of employment at Spokane Valley.

**SALARY:** Salary range is \$5,878 - \$9,887 per month DOQ plus excellent benefit package. This is a represented, FLSA exempt position, in the Community and Public Works Department.

**BENEFITS:** Health benefits are provided through the Association of Washington Cities Employee Benefit Trust. The City currently provides medical, dental, life, long term disability, vision, health reimbursement account contributions and Employee Assistance benefits. Holiday, vacation, and other paid leaves are provided. The required retirement system of the City is Washington Public Employee's Retirement System (PERS) which requires an employee contribution. The City does not participate in Social Security. However, the City has adopted an ICMA-RC 401(A) Social Security substitute plan with the same contribution rates as FICA.

**TO APPLY:** Interested and qualified persons are invited to submit a complete City application, résumé, cover letter and list of five (5) work-related references (name and phone number) via our online application system at [www.spoknaevalleywa.gov](http://www.spoknaevalleywa.gov).

**APPLICATION DEADLINE:** Apply Immediately. Recruitment open until filled.

*The City of Spokane Valley has a policy of limiting tobacco use in the workplace.  
We are an Equal Opportunity Employer*

## PLEASE POST

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