



JOB DESCRIPTION

<u>POSITION:</u>	ENGINEER I
<u>LOCATION:</u>	Carlsborg
<u>STATUS:</u>	Regular, Full-time, Exempt Staff Position
<u>WORK WEEK:</u>	Monday through Friday
<u>SUPERVISOR:</u>	Water & Wastewater Systems Superintendent
<u>SALARY RANGE:</u>	Range 20 (\$5,245 - \$7,439 per month)

PURPOSE: Accomplish engineering functions related to the construction and maintenance of the District's water and wastewater systems. Assist in short and long range water and wastewater system planning to facilitate accomplishment of the District's mission and goals. Assist in management of the Water and Wastewater System Department personnel and equipment in a manner that ensures maximum continuity of service, and safe, efficient and economic operation of the systems.

ESSENTIAL JOB FUNCTIONS:

- Participate in the planning, engineering and designing for the construction and maintenance of the District's water and wastewater systems.
 - Contribute in the short- and long-range planning for providing system capacity, service reliability and efficient operation of the systems.
 - Assist in the process of determining water sources and other strategic needs for future growth and be instrumental in the process of implementation.
 - Assist in the process of determining sewer needs for future growth and be instrumental in the process of implementation.
 - Determine feasibility and coordinate design and construction of local utility districts requested by property owners.
 - Establish and maintain water works and wastewater design standards and specifications.
 - Design new water and sewer or septic systems and upgrades to existing systems, including preparation of plans, specifications and cost estimates and field staking.
 - Assist in inspecting contractor work and prepare as built drawings.
 - Facilitate the development, maintenance and documentation of asset management program activities.

ESSENTIAL JOB FUNCTIONS (continued):

- Coordinate and monitor operations of water and wastewater systems.
 - Assist in supervision of Water and Wastewater Systems Department personnel.
 - Participate in accident prevention program, including training and compliance with applicable rules and regulations.
 - Ensure that water system quality, quantity and monitoring procedures and records meet current regulations.
 - Oversee operation of the District's water and sewer or septic systems to ensure good working order and obtain necessary state-approved certifications for same.
 - Respond to customer inquiries regarding new water and sewer or septic service, matters of policy, and system, water quality, pressure and flow problems.
 - Assist in developing, maintaining and documenting SCADA System hardware and software functionality, and SCADA System policies and procedures.
- Perform business administration tasks related to utility operations.
 - Assist in the development and management of departmental budgets.
 - Manage project scope of work, schedule, budget and level of quality.
 - Assist in planning, developing and administering contracts related to water and wastewater system projects.
 - Prepare applications for funds and permits from federal, state or local agencies for water and sewer or septic system projects.
 - Investigate damages to customer facilities caused or allegedly caused by water and/or wastewater systems.
 - Interpret and apply pertinent District policies and regulations, including necessary communications and conflict resolution.
- Perform work with a high level of accuracy and professionalism.
- Must have the ability to work as a member of a team.
- Maintain a high level of professionalism in conduct and appearance at all times.
- Maintain confidentiality of District records and information.

ADDITIONAL JOB FUNCTIONS:

- Perform construction management tasks
- Assist with steel fabrication inspections and field concrete testing.
- Complete paperwork associated with job functions in a neat and timely manner.
- Keep informed about new technology, products, materials and equipment that would assist in accomplishing the District's goals and objectives.
- Prepare and maintain water and sewer or septic system maps, records and GIS files.
- Assist in determining District policy for water and sewer or septic systems and prepare data for rate studies when needed.
- Ensure that crew employees are kept current on state-of-the-art technologies and arrange educational training as necessary.
- Other duties as assigned.

JOB STANDARDS:

Knowledge, Skills, and Abilities:

- Must have the knowledge of ground and surface water hydrology, hydraulics and water chemistry and the ability to prepare and understand technical reports on the subjects.
- Must have the ability to understand water laws and apply them to securing water rights for existing and future water demands.
- Must have the ability to understand financial and environmental responsibilities related to water and wastewater systems.
- Must have the ability to manage engineering and construction projects including scope, schedule and budgets.
- Must become familiar with industrial control systems including SCADA systems, and process and instrumentation diagrams for water and wastewater systems.
- Must have the ability to work from maps, blueprints, specifications and sketches and comprehend and carry out work instructions.
- Must develop a working knowledge of the easement, permit, and franchise and right-of-way acquisition process.
- Must become familiar with water treatment plant operating procedures and water system equipment operations.
- Must become familiar with sewer and septic system design and operation, as well as monitoring, inspection, reporting and maintenance requirements.
- Must have the ability to assess work requirements and coordinate and effectively assign personnel, equipment and materials to accomplish the work.
- Must have the ability to supervise effectively, plan and organize work schedules, make sound decisions, develop solutions to situations and train others.
- Must have leadership ability to enable and empower employees to accomplish the District's goals and objectives through individual and team performance.
- Must have the ability to understand, follow and communicate clear and concise verbal and/or written instructions and information to crew members, dispatchers, supervisors, customers and others.
- Must have or develop a thorough knowledge of the District's Accident Prevention Rules, procedures, equipment and tools and applicable state and federal regulations.
- Must develop a thorough knowledge of the District's work order process, work order scheduling, procurement and ESRI software.
- Must have the ability to plan and organize work, work without close supervision and make decisions compatible with prior instructions.
- Must have the ability to operate equipment efficiently to facilitate completion of job functions.
- Must have the ability to train others in necessary job skills.
- Must have the ability to remain calm under pressure and to be courteous at all times.
- Must have math, reading and writing skills required for the job functions.
- Must develop a working knowledge of various computer applications associated with this position, including Microsoft Office, ESRI GIS, AutoCAD and Project Management.
- Must have math, reading and writing skills required for the job functions.

Knowledge, Skills, and Abilities (continued):

- Must become familiar with and comply with OSHA 1910.269, WAC 246-290 and WAC 246-272.

Education, Experience and Training:

- Bachelor's degree in Civil Engineering or field related to water/wastewater required.
- Engineer-In-Training Certificate required.
- Professional Engineer License preferred.
- Must have or must obtain certification by State of Washington Department of Health as:
 - Water Distribution Manager II - to be obtained within twelve months of employment in this position.
 - Cross-Connection Control Specialist I- to be obtained within thirty-six months of employment in this position.
- A minimum of two years successful supervisory training and experience is preferred.
- Must have experience with the use of personal computer applications associated with this position, including word processing, spreadsheet, data base and Auto CAD and GIS programs.
- Knowledge of water and wastewater state of the art technology preferred.

Other Requirements:

- Must pass a District physical examination and be able to perform essential job functions.
- Must have a valid Washington State driver's license and a safe driving record. Employees moving from out of state must obtain a Washington State license in accordance with Washington State law.
- Must wear and utilize personal protective equipment as required.

WORKING CONDITIONS:

- The job functions will be performed in both indoor and outdoor environments. There may be adverse weather conditions for outdoor work.
- Some job functions will be done in areas covered by brush and trees or in trenches and where footing is poor and the ground uneven and/or water soaked.
- The job functions include working with persons who exhibit many types of personalities and behaviors.
- Job functions will require work on ladders, structures and equipment.
- Job functions on and around mechanized equipment will present the need for alertness and safety awareness.
- May encounter the need to work with hazardous materials.

PHYSICAL REQUIREMENTS:

- The work requires the ability to lift and carry up to 50 pounds. Materials, equipment and supplies will be lifted to and from trucks, equipment, warehouse shelves and the ground.
- The work requires the ability to operate tools, equipment and vehicles associated with the job functions.

PHYSICAL REQUIREMENTS (continued):

- The work requires the ability to create detailed engineering drawings; to work in limited light; and to differentiate among colors.
- The work requires the ability to answer questions and communicate with coworkers, customers and others in person, via email, on telephones and mobile radios.
- The work requires the ability to see and differentiate colors and hear in order to detect problems and ensure the safety of employees and others in response to exposure to the hazards associated with this position.
- Work activities involve combinations of walking, pushing, pulling, bending, climbing, lifting and carrying, and sitting or standing for extended periods.

EQUIPMENT AND VEHICLES:

- The job requires use of computers, telephones, copying machines, mobile radios, drafting and GIS/GPS equipment and surveying equipment.
- The job requires driving and operating District vehicles such as automobiles and pickup trucks, and may require driving/operating larger trucks and using repair/maintenance tools in emergencies.
- Future work practices may necessitate the use of different equipment, vehicles and tools.