



Lake Whatcom Water & Sewer District Job Description

Job Title: Construction Engineer

FLSA Status: Non-Exempt

Reports To: District Engineer/Assistant GM

Revision Date: July 11, 2012

POSITION PURPOSE:

Assists the District Engineer with construction project management and inspection for both private development and District public works projects. Provides other engineering support to the District Engineer, general public, and District staff by the development and maintenance of various programs, reports, studies, technical research, and data analyses, such as the District's Cross Connection Control Program, Water Use Efficiency Plan, Capital Improvement Plan, Water and Sewer Comprehensive Plans, hydraulic modeling, infrastructure mapping using ArcGIS, cataloging and indexing record drawings, water and sewer system operational data analyses, and customer service. This position works as part of the Engineering Department team, serving in specialized assignments as necessary.

The Senior Level Engineering Technician position has an emphasis on construction management and inspection skills and experience, methodical engineering problem solving and analyses skills, and technical writing. The position will generally focus on programs, reports, studies, technical research, data analyses, and capital improvements projects. The position will be cross trained with the Engineering Technician position in which the emphasis is on system operations, maintenance, work orders, safety program, maintenance record keeping, purchasing, inventory, and GIS system updates.

REPORTING RELATIONSHIPS:

Reports to the District Engineer/Assistant General Manager and does not supervise others.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following:

- Assists District Engineer with construction project management and inspection for both private development and District public works projects;
- Assists District Engineer in the development and maintenance of various programs, reports, studies, technical research, and data analyses;
- Reviews water and sewer plans for compliance with District standards, as assigned;
- Responds to inquiries from contractors, engineers, developers and homeowners for information and technical assistance with feasibility of water and sewer installations in proposed developments; research and provide information regarding existing water and sewer facilities; assists the Engineer in resolving complex problems;
- Assists with other engineering functions i.e. field data collection, cost estimating, mapping functions, construction inspection, and contractor or consulting engineer liaison, etc;
- Assists Engineer or outside engineering consulting firms in drafting preliminary and/or final plans for water and sewer developer extension projects or District capital improvement projects. Also assists in collecting property ownership and legal descriptions;
- Collects, maintains and assists in the development of, hardcopy and electronic recording and filing systems for plans, maps, drawings, valve and hydrant records, and other data; assists in purging outdated or obsolete records;
- Maintains inventory of fixed assets;

- Computes water and sewer connection charges for properties requesting sewer and water service; itemizes engineering fees and charges required by District resolutions;
- Assists the District Engineer in maintaining and operating the District's SCADA system
- Researches and consolidates information for comments to other state, county and city agencies;
- Performs other related duties as required or assigned.

MINIMUM QUALIFICATIONS:

Skills, Knowledge and Abilities:

- Public works construction contract administration principles, including field inspection, bidding requirements, bonding, insurance, pay requests, change orders, and project closeout.
- Microsoft Office applications, including Word, Excel, Power Point, Access, and Project.
- AutoCAD
- ArcGIS Arc Desktop
- Proficient in reading, understanding, using, and enforcing construction drawings and technical specifications
- Proficient in creating and maintaining permanent construction project records.
- Self-organized, self-motivated, self-driven, self-directed, and self-learner.
- Proficient with office equipment such as computers, calculators, telephones, faxes, copiers, and scanners.
- Principles of design associated with water and sewer systems;
- Excellent customer service skills. Demonstrated ability to establish and maintain long term professional working relationships with contractors, engineers, developers, other agencies and the general public;
- Excellent interpersonal skills. Demonstrated ability to establish and maintain professional and effective working relations with co-workers, and supervisors.
- Ability to organize and prioritize in order to effectively work in a multi-task and busy work environment with demands from multiple sources and projects.
- Professional level technical report/document writing and letter writing skills.
- Excellent oral communication skills.

Education and Experience:

Any equivalent combination of education and experience that provides the applicant with the knowledge, skills and abilities to perform the job. A typical way to obtain the knowledge and experience would be:

Experience: Two (2) to five (5) years of progressively responsible field experience working in or with the construction industry related to construction project management, engineering, field inspections, or related field.

Education: Bachelor of Science Degree in Civil Engineering, Construction Management or related field.

Licenses and Certifications:

- Valid Washington State Driver's License
- Current Washington State Engineer-In-Training (EIT) Certification

WORKING CONDITIONS:

Duties are performed in both an office working at a desk or drafting table and in the field with exposure to adverse weather conditions, loud noises and hazards from automobile traffic and construction sites.

PHYSICAL REQUIREMENTS:

This position typically requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, lifting, finger dexterity, talking, hearing, seeing and repetitive motions. When working in the field the incumbent is subject to exposure to adverse weather conditions, loud noises and hazards from automobile traffic and construction sites. This position may be required to work hours in excess of 8 hours per day or 5 days per week and call-back for emergency situations. Attending meetings after business hours is required and travel for training purposes and to commute to other government agencies will be required.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.

Position Description Approved: May 25, 2011
Title Change Approved July 11, 2012

Patrick Sorensen, General Manager