

SOOS CREEK WATER & SEWER DISTRICT

JOB DESCRIPTION

JOB TITLE: STAFF ENGINEER (Assistant Engineer, Design Engineer, or Project Engineer)

GRADE: 7, 10, or 12

REPORTING RELATIONSHIPS:

REPORTS TO: ENGINEERING MANAGER

DIRECTS: NONE

JOB SUMMARY:

Assists the Engineering Manager in engineering and related functions in support of the District's operational and capital improvement initiatives. Responsible for a variety of technical and professional engineering tasks as outlined in the *Essential Duties and Responsibilities* section.

Assists in the development and management of the District's Asset Management Program.

CONTACTS:

INTERNAL: Board of Commissioners, District Staff

EXTERNAL: Consultants, various governmental agencies, water and sewer municipalities, vendors, professional organizations, District customers, and the general public.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The specific statements shown for each task are not intended to be all inclusive. They represent minimal essential elements and criteria considered necessary to successfully perform the job. Other related duties and responsibilities may be required or assigned, as needed.

Assistant Engineer (No PE)

Under the direction and oversight of the licensed Engineering Manager, the Assistant Engineer shall be responsible for the below **Essential Duties and Responsibilities**:

1. Assist with design activities associated with the development of project plans, schedules, and budgets; including tracking project schedules and monitoring project expenditures.
2. Assist with consultant and construction management, and inspection which may consist of materials submittal review, site inspections, punch-list creation, redlines for as-builts, and general project construction and closeout activities.
3. Assist with asset inspections of pump stations, water tanks, lift stations, and other District facilities and appurtenances; and preparation of reports documenting inspection findings.
4. Assist in the review of other's design of District Capital Improvements and developer projects.
5. Assist developer extension and operations staff with administrative activities (records research, perform basic site reviews, exchange information between staff, etc.).
6. Prepares communication in the form of letters, memos to the public, developers, consultants, engineers, regulatory agencies, and others with District interface.

Design Engineer (PE or ability to obtain within 1 year)

Under the general direction and moderate oversight of the licensed Engineering Manager, the Design Engineer shall be responsible for the below **Essential Duties and Responsibilities**:

1. Perform duties listed under Assistant Engineer, with increasing responsibility to ultimately lead and work independently on those duties.

Staff Engineer

2. Design small scale projects.
3. Consultant management: provide coordination and oversight for consultant preparation of plans, permits, specifications, cost estimates, schedules, and bid documents for projects.
4. Prepare a variety of memos and reports to support business cases and engineering analyses; present written and oral recommendations.

Project Engineer (PE with 7+ years of experience)

Under minimal oversight of the licensed Engineering Manager, the Project Engineer shall be responsible for the below **Essential Duties and Responsibilities:**

1. Lead and work independently on the duties and responsibilities listed under Design Engineer.
2. Manage assigned projects. Oversee and provide guidance for outside consultants and contractors on assigned projects on behalf of the District.
3. Provide technical assistance to staff, consultants, contractors, and developers.
4. Represent the District on coordination between partner municipal agencies and the general public, and negotiate agreements/contracts pertaining to interagency participation on capital projects.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles and practices of civil engineering, planning, as well as project and construction management.
- GIS technology necessary for the management of mapping and engineering technology applications.
- Local, state and federal legislation, laws, regulations, codes and policies.

Ability to:

- Effectively assist the Engineering Manager to oversee the work of consultants and contractors.
- Review engineering plans, specifications, and estimates.
- Gather, analyze, and evaluate a variety of data and assist in adopting an effective course of action.
- Establish and maintain effective working relationships with other employees, agencies, developers, contractors, and the general public.
- Prepare a variety of technical reports, correspondence, and other documents.
- Establish and maintain effective interpersonal relationships with all organizational levels, developers, owners, District customers and the public.
- Provide exceptional customer service skills especially in applying District codes and standards.
- Effectively communicate with the management team, employees, and external contacts.
- Use computers and related software applications.
- Plan and organize work; and meet schedules and timelines.
- Interpret laws and regulations as they apply to the District and assist in finding ways to implement them effectively and cost efficiently.
- Maintain regular, reliable, and punctual attendance.

Staff Engineer

EDUCATION AND EXPERIENCE:

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

Assistant Engineer (No PE)

Education:

- Engineering Technology degree or equivalent
- Preferred bachelor's degree in civil engineering or environmental engineering.

Experience:

- None

Design Engineer (PE or ability to obtain within 1 year)

Education:

- Bachelor's degree in civil engineering or environmental engineering.

Experience:

- Four (4) years of engineering and project management experience in public works.

Project Engineer (PE with 7+ years of experience)

Education:

- Bachelor's degree in civil engineering or environmental engineering.

Experience:

- Minimum seven (7) years of professional engineering and project management experience in public works.

CERTIFICATIONS/LICENSES:

Assistant Engineer (No PE)

- Engineer-In-Training License in the State of Washington, or ability to obtain within 1 year of hire.
- A valid Washington State Driver's License.

Design Engineer (PE or ability to obtain within 1 year)

- Professional Engineer License in the State of Washington, or ability to obtain within 1 year of hire.
- A valid Washington State Driver's License.

Project Engineer (PE with 7+ years of experience)

- Professional Engineer License in the State of Washington.
- A valid Washington State Driver's License.

ENVIRONMENTAL/WORK CONDITIONS:

Duties are primarily performed in an office environment while sitting at a desk but may also require travel to and from meetings and field inspections of construction projects. When in the field, employee may be exposed to adverse weather conditions, traffic and construction site hazards.