

Auburn Water & Sewerage Districts Position Description

District Engineer

Department: Engineering

Reports To: Superintendent

Effective Date: February 2013; revised October 2022

Grade Level: 11

GENERAL SUMMARY:

Under the direction of the Superintendent, responsible for serving as an in-house technical resource to design infrastructure related to the supply, treatment, distribution, collection, pumping and storage of water and sewer district projects and to act as a liaison with outside entities engaged in the design and construction of non-district related improvements including outside engineering firms, and other utilities.

ESSENTIAL JOB FUNCTIONS:

- ◆ Performs a variety of complex and advanced professional level engineering work involving both office and field activities. Designs, coordinates, and manages a variety of system improvement projects; prepares and reviews designs, drawings, and specifications for same.
- ◆ Acts as second-in-command for the organization and the liaison between management and the work crews. Assumes all duties of the Superintendent in his or her absence.
- ◆ Acts as contact person for customer complaints. Responds to complaints, inquiries, and requests as required, and provides general customer service.
- ◆ Maintains current knowledge of all applicable Federal and State laws and regulations and ensures the District's compliance.
- ◆ Provides operational direction and managerial oversight on a project level; provides technical assistance to water and sewer district personnel as related to district projects.
- ◆ Involve and assists with formulating district capital budget recommendations, including developing cost estimates for Board approval.
- ◆ Coordinates and plans infrastructure development and construction activities with other utilities; communicates with various organizations, including engineering firms, insurance companies, land use firms, State, and local government officials, etc. to provide and exchange engineering data related to the district.
- ◆ Coordinates construction, maintenance, and capital improvement projects. Responsible for project planning and budgeting, construction design, procurement of equipment and materials, permitting, assignment of staff, and hiring of contractors. Oversees project implementation, visits job sites, and ensures successful completion.
- ◆ Provides technical data and direction to the general public.
- ◆ Specifies materials take-offs and cost estimates for projects.
- ◆ Prepares bid packages for material procurement and assists with the selection of subcontractors.
- ◆ Prepares and files permits for construction projects and other district operations.
- ◆ Serves as district contact person for outside developers and individuals relating to new service or main inquiries.
- ◆ Reviews and approves pre-construction engineering submissions; writes letters of availability; provides administrative and technical oversight to confirm compliance and specifications;
- ◆ Involved with project contract closeout and reconciliation; ensures that all required field and financial documentation is provided.
- ◆ Provides staff analytical assistance in reviewing, interpreting, and drafting of legal agreements; including easements, deeds, contracts, special agreements, and memorandums.
- ◆ Maintains detailed records of all water, sewer, and meter related activities and projects, and prepares concise and accurate reports as required.
- ◆ Communicates with the media as needed to explain projects, respond to inquiries, etc.
- ◆ Maintains current knowledge of all applicable Federal and State laws and regulations and ensures the District's compliance.

- ◆ Responds to emergency situations as needed.
- ◆ Maintains regular, predictable, and reliable attendance.
- ◆ Maintains excellent communication and fosters a collaborative working environment with all departments as well as with the public.
- ◆ Places an emphasis on safety, efficiency, quality, and productivity.
- ◆ Follows all District policies.
- ◆ Performs special projects and other related duties as required, directed, or as the situation dictates.
- ◆ Prepares monthly Water and Sewer Activity Reports and provides project updates to Trustees as deemed necessary by the Superintendent.
- ◆ Regular attendance at Trustee meetings and other related committees/boards as determined necessary by the Superintendent.

SUPERVISORY RESPONSIBILITY:

Provides direct supervision to the (Engineering/GIS Technician, Operations Technician/Locator/Paving Coordinator, Pumping and Treatment Technician, Meters and Readings Foreman, Water Construction Forman, Sewer Foreman/Lead Operator and Master Electrician / SCADA Technician. Provides indirect supervision to all Water and Sewer Operators. Supervisory responsibilities may include interviewing and selection, training and development, counseling and discipline, termination and promotion/demotion, scheduling, evaluating performance, and recommending pay increases.

EDUCATION & EXPERIENCE:

Duties require knowledge equivalent to a bachelor's degree in Civil, Sanitary, or Environmental Engineering, with a water utility specialty preferred, and seven to ten years of increasingly responsible experience in water distribution and treatment, wastewater collection, construction and design, and personnel management. Professional Engineer (PE) license required. Must possess and maintain a Class IV Water Treatment Operators License, Class III Water Distribution System Operators License, and a valid State of Maine driver's license, or the ability to obtain these licenses within 12 months.

SKILLS & QUALIFICATIONS:

- ◆ Thorough working knowledge of the methods, techniques, materials, and equipment used in the design, construction, maintenance, and repair of water distribution/treatment and sewer collection systems.
- ◆ Working knowledge of the methods, procedures, and practices involved in the operation of the Districts.
- ◆ Extensive knowledge of Civil, Public, or Environmental Engineering as it applies to water and sewer utilities.
- ◆ Extensive knowledge of, and ability to enforce, all State and Federal laws and regulations (including OSHA) affecting the operation of a water district and the construction and maintenance of its infrastructure.
- ◆ Must be a self-motivated individual with the ability to work independently and with limited supervision.
- ◆ Ability to effectively supervise and train subordinates and contractors in assigned duties.
- ◆ Strong customer service skills.
- ◆ Ability to effectively operate computers and all software required to accomplish job responsibilities.
- ◆ Ability to communicate effectively, to maintain effective work relationships, and to deal with the public in a courteous and tactful manner.
- ◆ Ability to be available to respond to after-hours emergency calls.
- ◆ Physical strength, agility, and endurance to perform manual labor as required by the position.
- ◆ Willingness and ability to pursue professional improvement.

WORKING CONDITIONS & PHYSICAL DEMANDS:

Majority of work is performed in a normal office environment, not subject to extreme variations of temperature, noise, odors, etc. Operates computer, printer, photocopier, calculator, and other basic office equipment.

Works outdoors in all weather conditions when supervising crews or responding to emergencies. May be exposed to environmental hazards, electrical or mechanical devices and equipment, and moving mechanical parts. May work in cramped or awkward spaces or be required to climb, bend, or lift heavy objects, especially during emergency situations. Operates survey equipment, vehicle, and other tools and equipment as required.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.**

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.