

PROJECTS/CIVIL ENGINEER

GENERAL STATEMENT OF RESPONSIBILITIES

This position is responsible for overseeing the completion of District system and facility improvement projects and various other engineering studies or analyses. The incumbent is guided by District policies and assignments received from the District Manager but is carried out with a high degree of independent judgment in accomplishing the work, managing and completing projects, and is held accountable for results. This is a District safety-sensitive position in accordance with Arizona law.

EXAMPLES OF DUTIES TO BE PERFORMED

1. Oversees the completion of District system and facility improvement projects.
2. Manages engineering consultants for the study and/or design of improvement projects to District facilities and infrastructure.
3. Manages a contractor for project delivery.
4. Tracks project budgets and manages accordingly.
5. Write solicitations for qualifications, proposals, or bids to solicit services for the design or construction of District projects.
6. Write scopes of work for contracting with vendors, consultants, and contractors.
7. Manages consultants and contractors and administers the terms and conditions of legal contracts for design and construction projects.
8. Plans, assigns, and reviews the work of contractors engaged in the maintenance and repair of District facilities and infrastructure.
9. Maintains complete and accurate records of new equipment for the computerized maintenance management system.
10. Implements and enforces District's safety programs as applicable to the area of responsibility.
11. Assists the District Manager in the preparation of the budget by providing input relative to the fiscal needs for projects.
12. Serves as construction manager and/or performs construction inspections on various District projects assigned by District Manager.
13. Assists District Manager with special projects, internal studies, and reports.
14. Assists District Manager with the development of specifications.
15. Assists District Manager with the preparation of cost estimates.
16. Performs other duties as assigned by District Manager.

REQUIRED KNOWLEDGE AND SKILLS

1. Knowledge of principles, procedures, materials, tools, and equipment used in operation and maintenance of a wastewater utility.
2. Knowledge of construction principles, procedures, practices, materials, tools, and equipment as they might apply to a wastewater utility.

3. Knowledge of Federal, State, and local requirements affecting the planning, design, construction, and operation of a sanitary district/wastewater utility.
4. Knowledge of the occupational hazards in wastewater handling, pumping, and treatment and the safety measures to be implemented.
5. Knowledge of principals and practices of civil engineering.
6. Ability to write clear and concise reports and correspondence for and on behalf of the District.
7. Ability to read and interpret engineering specifications and drawings, maps, and other technical documents.
8. Knowledge of and ability to apply principles of sound project management and budget management.
9. Knowledge of and ability to apply sound record-keeping practices in accordance with District policies.
10. Ability to operate a personal computer utilizing Microsoft Office and related software and demonstrate proficiency to prepare scopes of work, documents, spreadsheets, email, and timesheets, and assist other staff with related questions and problems.
11. Ability to supervise, organize, plan, direct and evaluate the work of contractors and consultants.
12. Ability to deal effectively with people at all levels.
13. Knowledge of and ability to apply policies, design standards and procedures of the District.

REQUIRED TRAINING AND EXPERIENCE

This position requires a bachelor's degree in civil, sanitary, or environmental engineering or related field, a minimum of five (5) years in the management of infrastructure design and construction projects, and experience in public infrastructures such as wastewater collection and treatment systems. Direct experience in the management of wastewater collection or treatment systems is desired. An equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work may be considered. Registration as a professional engineer in the State of Arizona is required.

ADDITIONAL REQUIREMENTS

1. Must pass a pre-employment drug test.
2. Must possess a valid AZ driver's license with a good driving record.
3. A Certification of Wastewater Collection System or Wastewater Treatment Plant operator (at any grade level) from the Arizona Department of Environmental Quality is desirable.