

TITLE: Project Engineer/ Asset Manager

JOB GRADE:

DEPARTMENT: Engineering, Wastewater Collection System and Water Distribution System

REPORTS TO: Director of Engineering

RESPONSIBILITIES:

Position participates in the operational functions and administrative functions of the Wastewater Collection Division, Water Distribution Division and Engineering Division. Position is responsible to provide technical engineering support, complete special and routine engineering projects, develop and maintain mapping for water and wastewater system. Position assists in the supervisory responsibilities for personnel and physical resources and plans for future programs. The Project Engineer / Asset Manager works under the general supervision of the Director of Engineering and assists in supervising the Engineering Technicians.

EXAMPLES OF WORK:

- ❖ Assist with the coordination of water distribution, sewer collection, and engineering group personnel assignments to facilitate, achieve and complete the responsibilities and objectives of the water distribution, wastewater collection and engineering divisions.
- ❖ Develop and implement asset management plans and standard operating procedures to maintain compliance with water and sewer regulations
- ❖ Anticipate and identify problems and effect the most economical and effective system operation while maintaining regulatory compliance.
- ❖ Maintain efficient and cost effective operation
- ❖ Assist in the development and implementation of routine and long term capital improvement projects.
- ❖ Develop and/or review construction plans and permits and work with various officials and professionals to coordinate activities with outside agencies.
- ❖ Provide input for preparation of the annual operating and capital expenditure budgets
- ❖ Provide technical engineering support for the other Divisions
- ❖ Review and implement proposed changes to procedures which may be useful to the Division's operation.
- ❖ Participate in responding to emergency calls and determine appropriate response.
- ❖ Assist in the development and implementation of a long term strategic plan.
- ❖ Perform such other duties as assigned

QUALIFICATIONS:

- ❖ Bachelor's Degree with course work emphasizing the various aspects of environmental pollution control including biology, chemistry, civil, environmental and sanitary engineering and additional coursework in GIS and mapping.

- ❖ Working knowledge of wastewater collection systems including pump stations and treatment
- ❖ Working knowledge of water distribution and treatment systems
- ❖ Working knowledge of AutoCAD, GIS and other mapping or hydraulic modeling software as well as Microsoft office applications
- ❖ The ability to communicate effectively in writing and orally.
- ❖ The ability to work effectively with others to achieve organizational goals.

OTHER REQUIREMENTS:

- ❖ Current driver's license

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