



Wastewater Engineer/Project Manager (Civil Engineer I or II)

Department: Collections

FLSA Status: E

Reports to: District Engineer

Revision Date: 05/10/2024

Pay Grade 18: \$91,626 - \$128,276

Summary:

The **Wastewater Engineer/Project Manager (Civil Engineer I or II)** performs professional engineering and project management for wastewater projects. This position is a resource for other employees and operations staff by providing technical knowledge in hydraulics, internal design, and constructability reviews.

Essential Duties and Responsibilities:

The below list is intended to be illustrative of the responsibilities of the position and not all-encompassing. The District may change these duties at any time.

- Coordinates and manages wastewater capital projects with other area staff, local, state, and federal governmental agencies, engineers, contractors, and the public in order to sustain or enhance service levels to the public.
- Prepare Requests for Proposals (RFP's) and then selects, administers, and manages contracts for and review the design of capital projects by consultants from conceptual studies to final design.
- Negotiates utility easements with property owners.
- Manages the bidding process for construction projects according to District policies and procedures.
- Procures contractors and provides construction management oversight, including construction inspection services, for wastewater projects.
- Manages construction contracts to ensure budget, contract, and schedule compliance.
- Advises the District Engineer regarding unforeseen construction problems and negotiates change orders with contractors.
- Supervises and ensures completion of as-built construction plans by contractors and consultants.
- Prepares purchase orders and other project correspondence, reviews and approves contractor pay estimates.
- The **Civil Engineer I** will complete the Project Management tasks listed above with significant input and assistance from the District Engineer.
- The **Civil Engineer II** will be expected to complete these tasks themselves with limited oversight.

- The **Civil Engineer II** will be expected to assist in preparation of the utility capital budget while developing pre-concept, preliminary, and final cost estimates for each project.
- The **Civil Engineer II** reviews and revises Districts Master Plans and Development Standards on a periodic basis. Assists development review staff in ensuring planned utilities associated with developments are accurately sized and can be maintained by staff in the future, and conform to adopted master plans.

Other Duties/Responsibilities:

- Compose a wide range of written communications ranging from memos and letters to detailed reports in support of the District's mission to provide reliable service to customers.
- Maintain an understanding of wastewater state standards as well as trends in the industry relating to design and construction activities.
- Provides guidance to support staff and consultants in the collection of field information and design work.
- Performs other duties as assigned.

Supervisory Duties:

None at this time.

Knowledge, Skills, and Abilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skills, and/or abilities required:

- Thorough understanding of the administration, design and construction of public water, and wastewater systems including pressurized potable water distribution, storage tanks, and pump stations, gravity sewer, and lift stations.
- Knowledge of pipe material and pipe joining mechanisms, coating systems, rehabilitation techniques, and an ability to analyze the constructability of concepts.
- Knowledge and experience in budgeting, design, administration, delivery methods, and construction management of water and wastewater utility infrastructure.
- Ability to utilize software packages and computers with respect to project management, GIS, AutoCAD, Civil 3D, Microsoft Project, Bluebeam, and hydraulic modeling.

Education and Experience:

Civil Engineer I – Minimum of four (5) years of responsible engineering experience related to the design and construction of public water and or wastewater systems required.

Civil Engineer II - Minimum of eight (8) years of responsible engineering experience related to the design and construction of public water and wastewater systems required. Without a Bachelor's degree, the combination of education and/or experience is a minimum of 16 years.

Licenses/Certifications:

- A valid Colorado driver's license and satisfactory driving record are required.
- Colorado Level III Collections license or the ability to obtain one.

- **Civil Engineer I:** Current Colorado Professional Engineer registration required or ability to obtain within 1 year of hire date.
- **Civil Engineer II:** Current Colorado Professional Engineer registration required. If you have a PE from another state, you must obtain a Colorado PE registration within 1 year of hire date.

Physical Activities:

The physical demands described here are representative of those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Some lifting and outdoor work, including inspections, site work, and walking. Moderate physical activity is required — the ability to lift 50 pounds, occasionally exposed to outside weather conditions. This position requires standing, walking, sitting, stooping/bending, and repetitive motion. This position requires working with standard office equipment (such as telephone, fax, personal computer, and printer).

Working Environment:

This person must be able to work in an office-based team environment as well as work in a variety of settings and all-weather extremes and conditions during the day and possible callback situations. Work may result in exposure to wastewater or untreated water supplies containing infectious disease agents such as bacteria, viruses, fungi, and parasites.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities, qualifications, or other duties assigned by management.