



Mt. Olympus Improvement District

Job Description

Job Title:	District Engineer	Job Code:	200
Department:	Engineering	Pay Grade:	E 21
		Effective Date:	06/2024

GENERAL PURPOSE

Performs various professional administrative and technical duties related to coordinating the design, development, construction, and repair of district infrastructure and utility projects. Directs and oversees all development and redevelopment activities within the district.

SUPERVISION RECEIVED

Works under the general supervision of the General Manager (GM).

SUPERVISION EXERCISED

Provides supervision and management under the direction of the GM of the inspection, blue stakes, and graphical information systems (GIS) groups. Provides functional supervision to contract engineering personnel.

ESSENTIAL FUNCTIONS

Conducts engineering evaluations to determine the suitability and practicality of sewer main expansions and repairs to ensure the long life of the system and carrying capacity; provides engineering consulting to management and other departments.

Determines materials and equipment needs, writes specifications for materials, projects, equipment, and services with the assistance of the GM, and secures bids for them.

Develops and recommends changes to district construction policies, procedures, and practices; coordinates the implementation of approved changes.

Performs project management duties for assigned projects related to consultant selection, contracting, design overview, construction administration, and project close-out.

Informs, educates, and coordinates with developers, contractors, and the general public regarding sewer projects, problems, and line locations; assures actions are consistent with established district guidelines and regulations; determines fees for new structures; and re-rates old buildings and redevelopment.

Conducts title and deed searches to verify the accuracy of easements granted to the district; verifies easement locations; obtains new easements from new development.

Performs technical drafting using AutoCAD, showing changes and additions to system lines; performs records management to ensure maintenance of district engineering records; corrects deficiencies as needed.

Coordinates and manages the GIS group in maintaining and updating district GIS information and maps.

Assists with the development, design, and implementation of flow monitoring system incorporating "I & I" components; utilizes portable flow meters and monitoring data to assess line capacity and identify trouble or problem areas.

Coordinates the inspection of new and repaired work projects within the district; monitors inspections periodically to assure quality and compliance with established standards; performs field inspections as needed.

Monitors and directs the maintenance, repair, and updating of District facilities and buildings as needed to comply with established standards.

Provide field training to inspectors during the introductory period of employment; perform inspector duties as an area of cross-training in the absence of full-time inspectors.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience

A. Graduation from college with a bachelor's degree in civil or environmental engineering;

AND

B. Two (2) years of responsible experience performing the above or related duties;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills and Abilities

Considerable knowledge of civil engineering methods, principles, and practices common to public works sewer projects; technical and practical design of public works sewer systems; the use of a variety of types of technical engineering equipment and computerized drafting systems; political, legal, and governmental processes affecting various engineering program and project management. **Working knowledge of** general office management practices and procedures; interpersonal communication skills; ESRI GIS software platform and database implementation.

Considerable skill in the art of diplomacy and cooperative problem-solving.

Ability to communicate effectively verbally and in writing; read and interpret design plans and specifications; estimate quantity of materials accurately; develop and maintain effective working relationships with elected officials, federal agencies, state agencies, local governments, subordinates, and the public; must be willing to become cross-trained in inspection and related field operations.

3. Special Qualifications

May be a licensed Professional Engineer (PE) or must be able to obtain a PE within 3 years of hiring.

WORK ENVIRONMENT

General office setting, comfortable working positions. Intermittent sitting, standing, and walking. May, be subject to dangerous gases, moving vehicles, and possible exposure to industrial waste and pathogens such as typhoid, paratyphoid, dysentery, polio, tetanus, etc. Moderate stress associated with frequent public contact and deadline demands. Occasional exposure to heat, cold, dampness, fumes, dust, and equipment noise, pumps, motors, and moving equipment.

Disclaimer: In compliance with the ADA, reasonable accommodation will be considered, upon request, on a case-by-case basis during both the pre-employment process and to accommodate post-employment changes in employee physical abilities. Accommodation decisions will be influenced by the need to prevent "undue hardship" to the city. The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above disclaimer and job description. Date: _____

(Employee)