

# WEST SOUND UTILITY DISTRICT

## Job Description

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**Job Title:** District Engineer

**FLSA:** Exempt

**Reports to:** General Manager

This is a regular full-time position. The District Engineer may be required to attend meetings during other than normal work hours. The employee may be called back to work before or after regularly scheduled work hours or on scheduled days off.

### **Major Function:**

The District Engineer shall perform and oversee civil engineering design, construction and engineering expertise for West Sound Utility District.

### **Job Duties and Responsibilities**

The job description reflects general details as necessary to describe the principal functions of this employment position, the level of knowledge and skill typically required, and the scope of responsibility. The job description should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or to balance the workload otherwise. Specific duties and responsibilities include, but are not limited to:

1. Develop engineering standards and details for the District Developer Extension Manual.
2. Review of plans for adherence to standards and specifications for developers and District projects.
3. Review of project documents for accuracy and completeness.
4. Develop and implement the Water and Sewer Capital Improvement Programs and budgets for construction projects to meet the reliability and needs of the water and wastewater service goals of the district.
5. Performs contract administration and review of planning documents, design plans, and specifications prepared and submitted by consultants.
6. Oversees the construction and inspection of civil construction projects to ensure compliance with contract plans and specifications, permits, codes, regulations, and laws, including coordination and negotiation with contractors.
7. Performs in-house designs for water and wastewater projects.

8. Works closely with the General Manager, consultants, and Elected Officials to accomplish the development of comprehensive plans, execution of construction projects, and capital improvements.
9. Manages engineering consultants.
10. Supervise the Operations Manager to coordinate water distribution and wastewater collection crew project efforts.
11. Completes applications for loans and grants.
12. Develops LIDs, ULIDs as needed.
13. Handle initial inquiries regarding new developments to assess inclusion in the District service area and any development needs.
14. Oversees staff functions and departments, as directed.
15. Meets with ratepayers and customers, as required.
16. Provide public presentations for the District, as directed.
17. Attend Board and other meetings as required or directed.
18. Performs other related duties as assigned.

### **Training and Educational Requirements**

The employee is required to have a valid Washington State driver's license at all times.

The District Engineer shall be a licensed engineer in the State of Washington.

Three years of experience related to the design and construction of water and/or wastewater systems and construction management.

### **Knowledge, Skill, and Abilities**

While requirements may be representative of minimum levels of knowledge, skills, and abilities to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

1. Knowledge of the principles, practices, and techniques of civil engineering, surveying, design, and drafting as they apply to water distribution and/or wastewater collection/conveyance functions.
2. Knowledge of the application and interpretation of state and local rules, regulations, codes, and ordinances as they relate to areas of assignment.

3. Management principles and practices including program planning, contract administration, grant writing, and budgeting. Working knowledge of PC-based software including word processing, spreadsheets, and databases in a network environment.
4. Basic working knowledge of Computer Aided Design (CAD).
5. Ability to communicate effectively, both verbally and in writing.
6. Ability to establish and maintain effective working relationships with District personnel, other agencies, and the general public.
7. The District Engineer should possess good judgment, have the ability to make decisions without supervision; and have the capability to interact with the public in a professional and courteous manner. The District Engineer must be an effective leader to motivate employees, establish professional standards, and maintain an effective work team.

### **Working Conditions**

Work is primarily performed in an office environment with occasional field visits to construction sites where the employee may be exposed to adverse weather conditions, loud noises and hazards from vehicle traffic, and heavy equipment. Subject to callback on a 24-hour basis for emergencies.

### **Physical Stamina**

The District Engineer must have overall stamina and the ability to perform moderate physical activity throughout the workday. The incumbent must be able to hear alarms and have the ability to audibly and visually identify the presence of danger or hazard. The incumbent must have vision corrected to at least 20/40.

### **Experience**

Any combination of training and experience that provides the District with the desired skills, knowledge, and abilities.

### **Other**

All employees must comply with the District's Drug and Alcohol Program.

All employees who operate District vehicles must have a driving record acceptable to the District's insurance carrier.

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

The job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and the requirements of the job change.