

## **Waste water Engineer or EIT**

**Desired Start Date:** June 1, 2018

**Estimated Duration of Assignment:** 1 yr+

**Description of Assignment:** Design engineer/project manager.

### **Summary duties:**

- Manage and design maintenance and reliability projects by defining objectives, scope, methodology, tasks and staffing needs. Prepares work plan or design process, monitors and adjusts project work and tracks budget to ensure delivery of a high-quality, cost-effective project on- time. Updates monthly Program Controls reports including budgets and schedules, prepares documentation alerting supervisor of pending issues and needed decisions, participate in project team meetings; coordinates work with other organizations or projects.
- Designs, prepares and reviews engineering plans and drawings, prepares sketches of plan layout, selects standard details and equipment to be used and adds or revises details, prepares specification provisions, computes material quantities and cost estimates, assembles bid packages, oversees drafting staff in preparing complete sets of final plans and details after approval. Coordinates with other workgroups to obtain operating and maintenance data, analyzes and performs routine to intermediate engineering assignments.
- Performs or reviews design functions; performs design calculations; presents recommendations of design criteria and alternate methodologies. Develops and interprets project drawings and specifications. Facilitates and attends pre-design and pre-construction meetings and assists in contractor or vendor selection process, as applicable.
- Organize, review and finalize project record keeping for all job-related activities; coordinates work with employees in record-keeping details. Prepares correspondence related to assigned projects and responds to citizen inquiries. Provides assistance to technical and support staff. Participates in meetings and makes presentations to a variety of project stakeholders, participates in public involvement component of a project. As a City Representative, attends meetings affecting City operations.
- Prepares and assists in written project correspondence, technical reports and City documents such as work plans, final design reports, final project reports, work orders, purchase orders, contract specifications and special provisions and City ordinances, as directed. Assists in preparation of budget requests and justifications for section or unit; assists in preparation of justifications for capital improvement projects; assists supervisor in development of projected staffing needs and other information needed in budget preparation. Conducts field investigations and site reconnaissance to assess site conditions and identify potential problems, hazards, or basis of design discrepancies.
- Performs routine research, coordinates design work and drafting tasks with technical; reviews completed work and routinely checks-in with direct supervisor.

**Critical Skills Needed:** An EIT with 5 years' experience or a recent PE since candidates are eligible for the PE at the 4 year mark with specific wastewater treatment knowledge, organization skills and excellent communication. Experience with MS project, Excel, Microsoft suite. Will also consider more experienced PE candidates.

**Other terms/details:**