

AUGUSTA WATER

Job Description

DATE: February 8, 2021

REVISED: June 16, 2023

JOB TITLE: Engineering Manager

FLSA: Exempt

DEPARTMENT: Engineering

Category: Essential

REPORTS TO: Director of Engineering

SUPERVISES: Engineering Technician II

SUMMARY OF RESPONSIBILITIES

Provides assistance to the Engineering Department in the areas of system management and operation, design and construction of new facilities, facilities upgrades, facility expansions, and related programs that require skill, experience, creativity, knowledge, judgment, and timely completion in accordance with federal, state, and local regulations.

ESSENTIAL JOB FUNCTIONS

Daily support of administration/engineering:

1. Administration and/or revision of standards and policies.
2. Address technical and policy related questions from other departments and the public.
3. Data analysis and interpretation.
4. Preparation of memos/presentations for Director of Engineering, Executive Director, Board of Directors, or other agencies/public groups.
5. May represent the Director of Engineering in his absence, with full authority, including attending meetings, assuming departmental leadership, and exercising signature authority in accordance with policy.

Capital:

1. Oversee planning, design, and management of assigned construction projects for the maintenance, repair, upgrade, and construction of new or replacement water and waste water facilities.
2. Assist with project funding analysis and loan/grant application development.

3. Assist with master planning and capital outlay development.
4. Prepare budgetary costs for proposed projects.

Programs/Systems:

1. Oversee Local Review Program for plan review as approved by the Virginia Department of Health and Virginia Department of Environmental Quality.
2. Provide support for Pump Station Replacement, Substandard Pipeline, Water Storage Tank Maintenance, and Water System Accountability programs.
3. Oversee distribution and collection system analysis utilizing outside consulting firms and/or direct use of water and sewer system models.
4. Provide support, as needed, through direct review or utilizing outside consulting firms to address treatment system and/or plant equipment issues.
5. Provide input regarding methods/systems to support the continuous improvement of departmental and organizational efficiency.

WORKING CONDITIONS

1. Regularly performs work in a typical office environment. Occasionally works in outside weather conditions.
2. Subject to contact with water, wastewater and vapors, hazardous materials, and bloodborne pathogens while performing duties. Occasional exposure to dust, fumes, noise, extreme heat/cold, and uneven terrain.
3. Frequent sitting, repetitive movements, and driving. Occasional standing, walking, lifting and carrying up to 25 pounds unassisted, pushing, pulling, twisting, climbing, stooping/bending, kneeling, crawling, reaching, and grasping.
4. Must be able to work independently, with minimum supervision.

EMPLOYMENT CONDITIONS

1. Pre-employment drug and alcohol test
2. Criminal background check
3. Pre-employment and annual driving record review
4. All positions are subject to random drug and alcohol testing

KNOWLEDGE AND SKILLS

1. Must possess a Bachelor's Degree in Civil, or Mechanical Engineering or related field. Must be a registered Professional Engineer in the Commonwealth of VA.

2. Prior personnel management experience preferred.
3. Ability to communicate in English both verbally and in writing, to understand directions, procedures, maintain records, and effectively communicate with others.
4. Must have knowledge of the design, construction, and operation of water, and wastewater systems.
5. Must be able to efficiently utilize office and engineering software.
6. Must have knowledge of regulations issued by, but not limited to, Department of Environmental Quality, Virginia Department of Health, and Virginia 811.
7. Must exhibit a positive attitude to effectively deal with the public, visitors, customers, local government and agency officials, and co-workers.
8. Must possess a valid Virginia Driver's License to operate a motor vehicle.

SAFETY REGULATIONS AND HAZARDS

Must observe all safety rules and regulations and utilize protective equipment as required. Held accountable for safety and PPE use.

THIS JOB DESCRIPTION DOES NOT LIST ALL THE RESPONSIBILITIES, DUTIES, SKILLS, REQUIREMENTS, EFFORTS, OR WORKING CONDITIONS ASSOCIATED WITH THE JOB. EMPLOYEES WILL BE EVALUATED IN PART BASED UPON PERFORMANCE OF THE TASKS LISTED IN THIS JOB DESCRIPTION.

MANAGEMENT RESERVES THE RIGHT TO REVISE THIS JOB DESCRIPTION AT ANY TIME. THIS JOB DESCRIPTION IS NOT A CONTRACT FOR EMPLOYMENT, AND EITHER PARTY MAY TERMINATE EMPLOYMENT AT ANY TIME, FOR ANY REASON.

APPROVALS:

EMPLOYEE: _____

DATE: _____

SUPERVISOR: _____

DATE: _____