

AUGUSTA COUNTY SERVICE AUTHORITY

Job Description

DATE: February 2024

JOB TITLE: Project Engineer or Senior Project Engineer **FLSA:** Exempt

DEPARTMENT: Engineering **CATEGORY:** Essential

REPORTS TO: Director of Engineering

SUMMARY OF RESPONSIBILITIES

Provides technical assistance to the Engineering Department in the areas of system management and operation, design and construction of new facilities, facility upgrades and 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

1. Provide assistance to departments, agencies, and the public regarding public water and sewer service/availability and application of policy.
2. Assist with management of Local Review Program for construction plan review and approval, Design and Construction Standards, and policies.
3. Assist with various programs including, but not limited to, water accountability, water system hydraulic modeling, substandard water/sewer line replacement, sewer system analysis and rehabilitation, and pumping/booster station analysis.
4. Assist with asset data acquisition and analysis for project and program planning.
5. Support the planning, design, and management of capital construction projects for the maintenance, repair, upgrade, and construction of new or replacement water and waste water facilities.
6. Prepare technical reports, cost estimates/comparisons, and/or presentations.
7. Provide cost and schedule input regarding projects for capital budget needs.

WORKING CONDITIONS

1. Regularly performs work in a typical office environment. Occasionally works in outside weather conditions.

2. Subject to contact with water, wastewater, hazardous materials, and blood borne pathogens while performing duties. Occasional exposure to dust, fumes, noise, extreme heat/cold, uneven terrain, and heights.
3. Frequent sitting, repetitive movements, and driving. Occasional standing, walking, lifting and carrying up to 25 pounds without assistance, pushing, pulling, twisting, climbing, stooping/bending, kneeling, crawling, reaching, and grasping.
4. Must be able to work independently with minimum supervision.
5. Required to work irregular schedules on an as needed basis to complete projects.

EMPLOYMENT CONDITIONS

1. Pre-employment drug and alcohol test
2. Pre-employment physical
3. Pre-employment and annual driving record review
4. Annual driving record review
5. This position is considered a safety sensitive position and is subject to random drug and alcohol testing.

KNOWLEDGE AND SKILLS

1. Must possess an Engineering Degree. Civil or mechanical engineering degrees and experience in the utility industry are preferred. Experience in the water and/or wastewater industry is highly preferred. Project Engineer must possess an Engineer in Training (EIT) designation. Senior Project Engineer must be a Registered Professional Engineer in the Commonwealth of Virginia, or ability to obtain it within 6 months of hire.
2. Ability to communicate in English both verbally and in writing, to understand directions, procedures, maintain records, and effectively communicate with others.
3. Must have knowledge of or the ability to learn the design, construction and operation of water, and wastewater, systems; construction and maintenance estimating.
4. Must have knowledge of office and engineering software.
5. Must exhibit a positive attitude to effectively deal with the public, visitors, customers, local government and agency officials, and co-workers.
6. Must be able to operate a motor vehicle and possess a valid Virginia Driver's License and be insurable through Augusta Water's current vehicle insurance carrier.

SAFETY REGULATIONS AND HAZARDS

1. Must observe all safety rules and regulations and wear personal protective equipment as required.

2. Must be knowledgeable of Augusta Water's Safety and Health Program Manual and have a working knowledge of OSHA/VOSH safety standards applicable to the utility industry.

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 or APPLICANT: _____ DATE: _____

SUPERVISOR: _____ DATE: _____