

EHRWSD

Position Description

Position: Project Engineer

Reports To: Operations Manager

Job Functions:

- This is a technical position, which involves the performance of engineering tasks in the District's main office including, but not limited to; observation of construction projects, planning and reviewing development and capital improvement plans, and coordinating GIS activities. Performs independent research and analyses for significant and complex engineering projects. Prepares findings for manager's review and assists in presentations to the Board of Directors. Coordinates and communicates with project stakeholders.

Job Responsibilities:

- Oversees the District's mapping and GIS activities
- Develops short and long-range plans, goals, objectives and priorities to improve operational efficiency and effectiveness for GIS development and integrations to the best advantage of staff and constituents
- Observes construction of capital improvement and Developer-installed projects; responds to questions and approves solutions to construction problems
- Provides technical expertise and guidance to staff, consultants, and other involved parties in general engineering issues to develop optimal solutions to problems
- Represent the District on projects or initiatives where engineering considerations are an important aspect of project feasibility, design, and completion
- Assist with maintaining District compliance with OEPA rules, regulations and discharge permits
- Develops five year capital improvement plans
- Assists with the administration of all capital improvement contracts
- Reviews and recommends approval for all Developer-installed improvements
- Assist with the acquisition of easements and property as necessary
- Attend monthly Board meetings, if requested

Minimum Qualifications:

- Bachelor's Degree in Civil Engineering, or similar field of study
- Ohio P.E. License
- Minimum of four (4) years experience in the planning, design and or construction of water and wastewater projects
- Minimum of two (2) years supervisory experience
- Valid Ohio Driver's License and ability to meet the District's requirements for insurability
- Physical Demands: Lift or move 50 pounds

Necessary Knowledge, Skills and Abilities:

- Working knowledge of computers and electronic data processing
- Proficient mathematical skills
- Familiar with AutoCAD and ArcGIS applications
- Excellent oral and written communication skills
- Ability to interact successfully with all levels of employees, customers, the public and vendors
- Ability and willingness to travel as needed
- Ability to prepare and successfully write clear and comprehensive reports
- Ability to interact with Boards, Councils, or other governing bodies
- Working knowledge of common water and wastewater construction practices