



JOB POSITION: CHIEF ENGINEER OF DESIGN AND CONSTRUCTION

Apply at: Applicants must apply on-line at our website:
www.westernvawater.org/careers

Deadline to apply: Position is open until filled

Reports to: Director of Engineering Services

SUMMARY OF JOB

Provides planning, direction, leadership, management, and administration of the engineering design and construction services functions within the Authority's Engineering Services Division. Responsibilities entail accountability based on measurable cost effective results for the substance, efficiency, productivity and quality of activities performed in assigned areas.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Includes the following. Other duties may be assigned or scheduled.

- Plans, directs and coordinates all activities of assigned areas.
- Provides active leadership, management, and motivation of staff.
- Works with Division Director and other department heads and managers to foster a culture of integrity, teamwork, and collaboration.
- Implements the Authority's Capital Improvement Program (CIP) for its water and wastewater systems.
- Oversees day-to-day project planning, scheduling, and execution.
- Provides technical leadership and mentoring.
- Assures efficient coordination and cooperation with other Authority departments and Divisions, as well as outside agencies and stakeholders.
- Provides recommendations for innovative solutions in the areas of design, technology, project delivery, procurement, procedures, and processes to best serve the interests of the Authority.
- Manages the efficient execution of assigned projects.
- Develops, reviews and updates technical standards and specifications.
- Represents the Authority on technical committees.
- Oversees and participates in development of conceptual designs and project budget requirements for capital facility improvement projects.
- Oversees and participates in development of engineering plans and specifications for capital facility improvement projects.
- Assists the Division Director in meeting the Water Authority's capital and engineering needs.
- Assists the Division Director and instructs engineering support staff in the preparation of design and construction documents, requests for proposal for professional services, and contracts for studies and reports.

- Assists the Division Director and instructs engineering support staff in the proper techniques for the inspection and management of construction projects.
- Provides technical assistance and support to the organizational Directors and Management staff, as needed, to optimize treatment plant operations, process control, and efficiency improvements.
- Prepares a variety of technical reports and gives presentations of same as required.
- Proficiently operates typical computer software applications including; GIS, Microsoft Office (Word, Excel, Access, etc.), Adobe Acrobat, as well as financial management, project management and scheduling software, water network modeling software, asset management, and Authority-specific enterprise software applications.
- Assures compliance with all applicable regulatory programs and requirements.
- Consults with legal representation on project related issues, as directed.
- Prepares short and long-range plans for assigned area to include financial analysis and project review.
- Assists in the formulation and administration of departmental policies, plans and programs.
- Takes active role or assures subordinate managers take active role in developing employees by establishing individual employee goals and objectives. Assures appropriate resources are available to obtain established goals and objectives.
- Assures department orientation and in-service training programs are available to all employees.
- Recommends appointments and promotions within assigned area.
- Works with Division Director in regards to employee development and discipline.
- Assures employee evaluations are complete and accurate and meet all requirements.
- Assists in preparation of assigned area's budget and maintains authorized budget.
- Confers with Division Director on problems encountered in assigned area.

SUPERVISORY RESPONSIBILITIES

Manages/supervises assigned employees in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to direct and supervise personnel, develop programs and forecast budgetary requirements.
- Ability to develop, review and recommend processes and procedures for assigned area, identifying and discussing impact on assigned area, the division and the entire organization.
- Ability to think and plan strategically.
- Ability to think logically, and analyze data.
- Ability to effectively present information to management, public groups, and/or employees as necessary.
- Ability to communicate effectively, both verbal and in writing.
- Ability to effectively respond to inquiries or complaints from employees, colleagues, customers, regulatory agencies or members of the business community orally or in writing.
- Ability to establish and maintain effective working relationships with co-workers, employees, other Divisions, other agencies, and the general public.
- Ability to represent Division/Authority in meetings with general public, public and private agencies, contractors and other governmental agencies.
- Ability to work with minimal supervision and negotiate and resolve conflict.
- Ability to analyze and solve difficult technical and administrative problems.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to read, analyze and interpret common scientific and/or technical journals, financial reports and legal documents.
- Ability to apply common sense understanding to carry out instructions furnished in writing, oral or diagram form.
- Ability to write reports, correspondences and procedure manuals in a clear concise manner.
- Ability to communicate technical concepts to technical and non-technical audiences.
- Ability to work alone or in a team environment.
- Must possess and maintain a good work ethic concerning attendance, punctuality, positive attitude, meeting deadlines, being a team player and encouraging teamwork among employees.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

- Comprehensive knowledge of principles and practices involved in design and construction of public utilities and infrastructure.
- Ability to design and oversee work of other design professionals.
- Thorough knowledge of state and federal laws governing construction of public water and wastewater systems.
- Thorough knowledge of construction methods and materials for replacement and rehabilitation of utility infrastructure, including trenchless technologies.
- Thorough knowledge of equipment and methods used in water distribution, pumping, and storage systems; and, wastewater collection and conveyance systems.
- General knowledge of water and wastewater treatment principles and processes.
- Good understanding of dynamic hydraulics.
- Knowledge of state and federal safety regulations as they pertain to the work place and job sites.
- Knowledge of VA Public Procurement Act and ability to purchase goods and services in accordance with the Code of Virginia.

EDUCATION and/or EXPERIENCE

Bachelor's degree from an accredited college or university with a major in civil or environmental engineering or related field plus five (5) or more years related experience and/or training in water and wastewater design, project management, capital facility planning, construction, or construction management; and including two (2) or more years demonstrated success in related supervisory or management experience. Equivalent combination of education and experience may also be considered. Experience with geographical information systems, computer aided design (CAD) software packages, project management/scheduling software and water network modeling software preferred.

CERTIFICATE, LICENSE, REGISTRATION REQUIREMENTS

- Must possess a valid Virginia driver's license or have the ability to obtain one within 60 days of employment date. No more than six (6) demerit points on driving record if required to drive Water Authority vehicles.
- Current licensure as a professional engineer in the Commonwealth of Virginia, or proven ability to obtain by reciprocity within 90 days of employment date, required.

PHYSICAL DEMANDS OF THE JOB

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to walk, stand, and sit; use hands to finger, handle or feel; reach with hands and arms; talk and hear.

- While performing the duties of this job, the employee is occasionally required to stoop, kneel, crouch, bend, climb, balance, crawl or reach overhead.
- Specific vision abilities required by this job include ability to adjust focus. If corrective lenses are noted on driver's license, the lenses must be worn when operating Authority vehicles.
- Repetitive movement using keyboard and/or office equipment is involved.
- Employee must be able to sit for an extended amount of time at a desk or workstation.
- Employee must regularly lift, carry and/or move up to 25 pounds and occasionally 50 pounds. Assistance is required on weight amounts above those listed. Failure to do so could result in injury and denied Worker's Compensation benefits.

WORK ENVIRONMENT ENCOUNTERED IN THIS JOB

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually low.
- Employee is subject to normal work conditions as required in an office setting.
- Employee may occasionally be subject to exposure to moderate or high noise level, extreme outside weather conditions, uneven, steep, slippery terrain conditions, dusty conditions and wet and/or humid conditions.

GENERAL STATEMENT AND SELECTION GUIDELINES

The above statements describe the general nature and level of work assigned to in this job position. They should not be construed as an exhaustive list of all job duties or tasks performed by personnel so classified.

The following will identify the selection guidelines for job placement:

- WVWA application
- Rating of education, experience, training and qualifications
- Reference checks
- Interview with WVWA management team
- Applicant must pass a pre-employment physical and drug/alcohol test
- A criminal background check and social security number verification will be performed. The results must match information provided by the applicant on the WVWA application
- Job related test might be required and would be administered to all applicants applying for the position