



JOB POSITION: CIVIL ENGINEER

Division: Engineering
Status: Exempt
Grade: 18 – 22 Depending on Qualifications (DOQ)
Job Code: N/A - (General Description)
Reports To: Program Manager – Engineering and Capital Improvement
Date: 02-28-19
Revised Date: 06-23-21
Last Reviewed Date: 06-23-21

SUMMARY OF JOB

Completes and oversees a variety of activities related to planning, design and construction of various water and sewer infrastructure projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Includes the following depending on qualifications and level of experience:

- Manage assigned projects from inception through project close out, including planning, budgeting, design, procurement/project delivery, permitting, construction, contract administration, and final acceptance.
- Provide design and/or design assistance and prepare cost estimates on engineering projects including water and wastewater capital improvements.
- Coordinate activities with local jurisdictions, state and federal agencies, private businesses, contractors, consultants and others involved with Authority projects.
- Coordinate and manage activities of engineering consultants in the preparation of studies, reports, designs, plans, specifications, cost estimates, easements, and plats.
- Coordinate and manage procurement of construction services for assigned projects.
- Provide technical evaluations, comments and assistance in the area of utility engineering and hydraulic analysis.
- Direct field surveys, mapping, database management, design, and inspection for a variety of engineering projects.
- Provide design and drafting services and prepares detailed drawings for water and sewer projects using current AutoCAD Civil 3D software.
- Review plans, specifications, and submittals for various water and sewer projects.
- Conducts site visits and field inspections as necessary.
- Assists internal and external customers with questions relating to Authority facilities and services.
- Participates in various work teams as assigned.

QUALIFICATIONS and/or EXPERIENCE

Bachelor's degree from an accredited college or university with a major in civil engineering or related field plus one (1) or more years of related experience.

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.
- Must have successfully passed the Engineer-in-Training examination. Professional Engineer preferred.

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.
- 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 equipment is involved.
- While performing the duties of this job, the employee is regularly required to stoop, kneel, crouch, bend, climb, balance or crawl.
- Employee must be able to stand for an extended amount of time at the jobsite.
- Employee must be physically able to walk several miles during the day.
- Employee must be physically able to regularly reach overhead.
- Employee must regularly lift, carry and/or move up to 50 pounds and occasionally 100 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.

- Employee will be regularly exposed to moderate or high noise level, extreme outside weather conditions, uneven, steep, slippery terrain conditions, dusty conditions and wet and/or humid conditions.
- Employee will be subject to exposure to moving mechanical parts and heavy equipment operation.
- Employees will be subject to roadway hazards, i.e. traffic.
- Employee will be subject to outside hazards, i.e. poison ivy, bees, spiders, dirt, animals.

- Employee will be subject to confined areas, i.e. confined spaces, sewer manholes, water vaults, wastewater pits, and/or protected trenches.

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