



LAKEHAVEN WATER AND SEWER DISTRICT Job Description

POSITION TITLE STAFF ENGINEER (LEVEL 12)	
DEPARTMENT: ENGINEERING	SUPERVISOR: ENGINEERING MANAGER OR DESIGNEE
FLSA STATUS: EXEMPT	INCUMBENTS(S):
SII CODE: 5306	REVISION DATE: 2021-09-22
REPRESENTED BY: NON-REPRESENTED	REVIEW DATE:

JOB SUMMARY:

Responsible for performing a variety of engineering and technical tasks under the supervision of a professional engineer to plan, review, and develop engineering designs, plans, and specifications for assigned public works projects relating to both water and sewer utility systems.

Responsible for overseeing the activities associated with water and sewer system improvement projects and activities associated with proposed land development projects as assigned.

Troubleshoots engineering problems in conjunction with the review of capital improvements and development projects. Coordinates, as needed, with other departments and consultants.

Participates in research, collection of data, and maintenance of facility records in support of other District functions and assists in the review and preparation of technical documents and other administrative duties.

Work is generally performed under general supervision.

ESSENTIAL JOB FUNCTIONS:

- Maintains regular, predictable attendance.
- Physical ability to conform with all safety requirements.

- Coordinates, and/or develops engineering designs, plans, specifications, and cost estimates for assigned public works projects.
- Coordinates the activities associated with water and sewer system improvements required for capital improvement and land development projects, including review and evaluation of construction plans and engineering reports, review of technical issues pertaining to legal documents, analysis of service availability issues, calculation of connection charges, etc.
- Analyzes and develops solutions to engineering problems associated with water and sewer systems..
- Ensures that public works projects conform to District, City, County, State and Federal laws,

standards, resolutions, policies, procedures, permits, regulations and codes, and that schedules, budgets, and other commitments for multiple projects are observed.

- Reviews requests for material and equipment purchases.
- Assists in coordinating inter-agency activities with neighboring jurisdictions.
- Interprets policies and procedures for the public.
- Assists customers and answers inquiries made by telephone, written communications, and/or e-mail.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- Assists to coordinate and direct the activities of consultants and/or contractors retained to perform services for the District in conformance with applicable contracts.
- Performs research and prepares various engineering reports, documents and calculations/computations as assigned.
- Makes recommendations for needed improvements to the physical facilities of the District.
- Prepares periodic written reports on the status of assigned activities and responsibilities, including the Capital Improvement Program.
- Assists in the development and updating of the District's Comprehensive System Plans.
- Meets and consults with citizens, customers, private engineering consultants, construction contractors, land owners/developers, lawyers, representatives of other governmental agencies, and other interested parties concerning the planning, design, construction and management of public works projects and smaller engineering related assignments.
- Ensures that facility Construction Record Drawings and other records are maintained and updated as construction projects are completed.
- Oversees the water and sewer system computer models updates, and verifies their accuracy by comparing with actual facility operation data.
- Operates and updates the water and sewer system computer models, and verifies their accuracy by comparing with actual facility operation data.
- May assist in the observation of construction, inspection and maintenance of the water and sewer systems undertaken by District forces.

EDUCATION AND EXPERIENCE:

- Bachelor of Science Degree in Civil or Sanitary Engineering from an accredited college/university or sufficient education and engineering experience to qualify for the Engineer-in-Training (EIT) exam. Preference may be given to applicants with a Master's degree in a related field.
- Successfully passed the Washington State Engineer-in-Training (EIT) exam or out of state equivalent.
- Minimum of two (2) years of increasingly responsible civil engineering experience in the principles and practices of design and construction of utilities, preferably water and/or sewer facilities.

KNOWLEDGE SKILLS AND ABILITIES:

- Civil engineering technical background and knowledge of utility system technologies and engineering principles and practices.
- Basic knowledge of and an ability to interpret engineering plans and specifications.
- Ability to make effective presentations on complex subjects at public meetings - including Board of Commissioners meetings and at various other meetings throughout the community.

- Ability to interact positively and effectively with diverse individuals within and outside the organization to accomplish common goals.
- Ability to establish effective work relationships with other District employees, representatives of similar agencies, and the public.
- Comprehensive knowledge and proficient use of personal computers and word processing, spreadsheet, and database software.
- Analytical skills to assess trends and develop strategies for action.
- Good oral and written communication skills, including the ability to write technical reports.
- Proactive problem solving skills.
- Skills associated with drafting (AutoCAD preferred).
- Basic knowledge of construction management procedures.

GENERAL REQUIREMENTS:

- Ability to communicate courteously, effectively, tactfully, and maintain confidentiality.
- Demonstrate good written and oral communications skills.
- Ability to carry out oral and written instructions.
- Ability to organize and prioritize workload.
- May perform task/job duties of other work unit positions in order to balance workload and/or cross train personnel.
- Proficiency with common office practices, equipment and software.
- Follow all safety requirements set forth by District policy, State and Federal codes.
- Follow all District Policies and Procedures.
- Other duties as assigned.

SPECIAL REQUIREMENTS:

- Must have valid WA State Driver's license.
- Requires attendance at meetings or public hearings in the District offices or off-site. Some meetings are held during the evenings.

WORK ENVIRONMENT:

- Work is generally performed in an office environment.
- May require shift, weekend and holiday work as required by emergency or work assignment.
- Anticipated to respond in emergency situations.
- Requires work outdoors for limited periods of time in all types of weather conditions.
- Requires visual and hearing acuity and limited manual dexterity to lift, bend, stoop, climb, and walk on uneven terrain.

MACHINERY, TOOLS, EQUIPMENT, PERSONAL PROTECTIVE EQUIPMENT:

- General Office Equipment (computer, copier, fax, phone, etc.).
- General Office Software (Windows, Outlook, Word, Excel, PowerPoint, etc.).
- Passenger vehicles, sport utility vehicles, and/or pick-up trucks.
- All Personal Protective Equipment (PPE's) associated with working conditions (i.e. hard hat, eye protection, safety vest, and safety footwear). Level of PPE protection will be determined by District and safety guidelines.

PHYSICAL DEMANDS:

N: Never (not at all)

O: Occasional (1-33% of the time)

F: Frequent (34%-66% of the time)

C: Constant (67%-100% of the time)

STRENGTH: Sedentary Light Medium Heavy Very Heavy

	Frequency	Comments	
Sitting	C		
Standing	F		
Walking	F		
Driving	F		
Lifting: 50 lbs.	O		
Carrying: 50 lbs.	O		
Push/Pull: 50 lbs.	O		
Climbing Stairs/Ladders	F		
Working at Heights/Balancing	O		
Bending at Waist	O		
Twisting at Waist	O		
Crouching/Kneeling	O		
Crawling	O		
Reaching	O		
Repetitive Motion	F		
Handling/Grasping	F	Pinch Grasp 50%	Whole Hand Grasp 50%
<i>Comments for line above:</i>			
Fine Finger Manipulation	F		
Talking	C		
Hearing	C	Indoors 75%	Outdoors 25%
Seeing	C		
Temperature Extreme	O		
<i>Comments for line above:</i>			
Vibration	O		
Other			

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals

may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.