



## WEBER BASIN WATER CONSERVANCY DISTRICT

### **STAFF ENGINEER I**

Department: Engineering

Safety-Sensitive

Regular Full-Time (FT40)

Exempt / Salary

Grade 11

M-F 8:00 a.m. – 4:30 p.m.

### **JOB SUMMARY**

Under the general guidance and direction of the Manager of Engineering and/or a Senior Engineer, performs all the duties of an engineer, such as providing technical input and administrative support to accomplish purposes of the District; provides project design coordination and contract administration; reviews and processes developer or contract consultant designed and constructed facilities, easements, and acceptance of constructed facilities. The duties are of a wide range - from fairly routine to highly technical.

This position may advance to Staff Engineer II (Grade 12), Staff Engineer III (Grade 13) upon manager recommendation and approval, positive performance reviews, and additional requirements have been met.

This position is classified as safety sensitive and is subject to random drug testing.

### **ESSENTIAL JOB FUNCTIONS** (Not necessarily a comprehensive list)

Performs general engineering functions to assist the Manager of Engineering which include the following:

- Prepares plans and specifications for new, improved, and remodeled projects being completed by District employees or outside general contractors.
- Reviews and approves plans and specifications prepared by consulting firms for large projects to be completed by outside general contractors.
- Performs inspection on projects completed by District forces as well as by outside general contractors.
- Conducts studies and surveys to determine feasibility of various new projects within all departments in the District.
- Supervises and participates in a variety of development plans to ensure conformance with District standards and specifications; notes needed corrections on plans; supervises the review and approval of a variety of permits such as encroachment, and irrigation; reviews legal descriptions and exhibits, grant deeds and easements, and title reports.
- Performs project administration duties, reviews contract and improvement plans and tracks projects; assists staff, customers, developers, and contractors with items needed to start and complete projects.
- Prepares project reports, cost estimates and routine memo and correspondence between

the District and engineering consultants, contractors, developers, public agencies, and other concerned parties.

- Reviews hydraulic analysis of proposed developments and capital improvements utilizing computer systems and manual calculations.
- Reads and interprets regulations, contracts, plans, and specifications, maps and a variety of other engineering and contract related information; uses computers, calculators, drafting tools and equipment, reproduction equipment and a variety of other engineering and office equipment in performing job duties.
- Reviews calibration and test procedures and makes recommendations.
- Promotes and adheres to the District's core values (collaboration, ownership, mutual respect, professionalism, appreciation, safety, and sustainability).

**OTHER JOB FUNCTIONS** (Not necessarily a comprehensive list.)

- Represents District in coordination with other utilities, regulatory agencies, governmental bodies, planning agencies, technical groups, and contractors.
- Confers with Homeowners Associations (HOA's), public developers and others to explain and discuss secondary water requirements.
- Prepares and submits various reports as required.
- Maintains and updates the District's library of plans, specifications, technical material, and related documents.
- Assists in maintaining the District's water rights.
- Performs the reallocation of Class D water.
- Uses GIS to update and maintain District mapping.
- Uses GPS equipment to survey various features.
- Provides technical input to Manager of Engineering, Department Managers, Assistant General Managers, and the General Manager.
- Performs other duties as assigned.

NOTE: These job functions are subject to change depending on District needs and the individual in this position may be required to perform other jobs. Any of the herein-stated requirements and conditions are subject to approval and/or waiver by the General Manager. The regular work schedule is subject to change depending on the District needs for this position.

**MINIMUM QUALIFICATIONS** (The education and experience requirements for this job may be satisfied by any acceptable equivalent combination of education and experience.)

**Education:** Bachelor's degree in civil engineering from an accredited University.

**Experience:** At least one year preferred of varied experience in a number of the technical areas important to District functioning which may include pipeline design and construction, well design and construction, hydraulic modeling, water treatment and purification, hydroelectric power generation, etc.

**Knowledge:** Extensive knowledge of administrative principles and techniques, including planning, budgeting, safety, and staff organization and development; principles and practices of civil engineering, with particular reference to the planning, design, construction and operation of water supply facilities; principles, practices and operational methods of water treatment, storage and distribution; principles, equipment, and procedures of a water quality control program; Federal, state and local laws relating to water quality, treatment, storage and distribution.

**Skills:** This job requires mainly technical skills in the general field of engineering. Skilled in the use of computer applications relevant to the engineering field. Must be proficient in the use of AutoCAD to complete projects.

**Abilities:** Ability to read, explain and prepare engineering plans and specifications. Ability to coordinate diverse functions to achieve a common purpose; ability to quickly diagnose operational problems and propose solutions; ability to communicate effectively both orally and in writing, ability to work effectively with other District personnel, public and private agencies and officials, and the general public.

**Special Requirements:** Must have Engineer in Training (E.I.T.) designation from NCEES.

**Other Qualifications:** Must have and maintain a valid driver's license and an acceptable driving record per District policy.

**Supervision:** Supervision ranges from close supervision with specific and detailed instructions to more general supervision with the supervisor screening assignments to eliminate difficult problems. Work may be checked during progress and reviewed for accuracy upon completion.

## **WORKING CONDITIONS**

**Work Environment:** While performing the duties of this job, the employee regularly works in both inside and outside conditions and is exposed to hot and cold temperatures. The employee occasionally works in unprotected spaces and occasionally exposed to fumes or airborne particles, dirty and/or dry conditions, grease, oil, mud, and wet, slippery floors or surfaces.

**Mental Demands:** Mental application utilizes memory for remembering details, verbal instructions, emotional stability and critical thinking. The employee is continuously required to think analytically, remember details, concentrate on tasks, and communicate effectively in both verbal and written communication. The employee is frequently required to make decisions, remember names, handle stress & emotions, examine/observe details, and adjust to changes.

**Physical Demands:** 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 stand; sit; walk; talk

or hear; and use hand/eye coordination.

The employee is occasionally required to climb or balance; crawl and kneel; reach overhead; bend over; use hands to handle, feel, grasp, or operate objects, tools, and to push and pull. The employee must lift or carry weight or exert force as follows:

Regularly:	1 to 25 pounds
Occasionally:	26 to 50 pounds
Rarely:	Over 50 pounds

## **CAREER ADVANCEMENT**

### **[Staff Engineer II Additional Requirements – Grade 12](#)**

At least four years of related experience. Valid registration as a Professional Engineer (P.E.) from the State of Utah, required. If registered in another state, the ability to obtain a Utah registration within six (6) months of hire.

Receives instruction on specific assignment objectives, points of emphasis, reference and information sources, and possible solutions. Unusual problems are solved jointly with supervisor, and work is reviewed for application of sound engineering judgment. May assist and mentor Staff Engineer I team members on routine work.

### **[Staff Engineer III Additional Requirements – Grade 13](#)**

At least eight years of related experience. Valid registration as a Professional Engineer (P.E.) from the State of Utah, required. If registered in another state, the ability to obtain a Utah registration within six (6) months of hire.

Receives little, if any, supervision and usually any supervision received is in terms of overall work objectives. May assist and mentor Staff Engineer I team members on routine work.

## **HIRING POLICIES**

The District provides equal opportunity to all employees and applicants for employment without regard to race, color, national origin, religion, sex, age, disability, sexual orientation, or any other category protected by applicable law. Weber Basin Water Conservancy District will not refuse to hire a disabled individual who is capable of performing the essential requirements of the position with reasonable accommodations when they do not create an undue hardship.

Any applicant who is chosen as the top candidate for the position will be required to submit to a physical examination to determine if he/she is able to perform the job-related functions and submit to and pass a background and motor vehicle records check. Hiring is also conditioned upon submission to and successfully passing of a urine test to screen for the presence of drugs and alcohol.