

ADMINISTRATION
STAFF ENGINEER

DEFINITION:

Under the direction of the General Manager, manages engineering and infrastructure projects from conception to completion. Provides engineering and technical support to other departments. This position is FSLA exempt.

JOB DUTIES:

The list below is intended as illustrations of the various types of work performed. These examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.

- Manage engineering projects (consultants, contractors, permitting, and progress payments).
- Consult with staff on projects and provide assistance as required.
- Plan for future projects.
- Create, edit, and review plans & specifications.
- Conduct fixture counts and meter sizing based on information supplied by Developers.
- Prepare joint-City project reviews, invoices, cover letters, and other correspondence.
- Assist with Board meeting information, assemble, e-mail, print, review minutes, write engineering reports and summaries.
- Other related duties as assigned.

MEASURES OF SUCCESS:

- Infrastructure projects are appropriately developed and constructed within the approved timeframes and budgets.
- The incumbent works in partnership with other employees to coordinate their efforts.
- The incumbent remains current with regulations affecting the utility and industry.

QUALIFICATIONS:

Knowledge of:

- Statistical analysis, modeling, design, and other techniques or procedures related to planning and design of water infrastructure.
- Strong technical skills and experience using engineering software.
- Microsoft Office Suite, ESRI GIS, and AutoCAD
- Planning, designing, and performing analysis on water engineering projects such as meters, pipelines, pumping stations and treatment facilities.

Ability to:

- Act as liaison with various bodies and individuals including authorities, government agencies, clients, contractors, suppliers, technical experts, etc.
- Manage engineering and infrastructure projects.
- Work in partnership with staff on projects.
- Create, edit, and review plans & specifications.
- Perform field inspections of infrastructure projects.
- Keep current with environmental matters. Be aware of policy developments in this area at the Federal and State level and report on them to the General Manager and Board.

EXPERIENCE:

3-5 years of experience in Civil Engineering or Construction Management, specializing in water utilities. Prefer Professional Engineer in Kansas, or ability to obtain within six months. An EIT working towards a PE is acceptable. An advanced degree with significant work experience will be considered.

EDUCATION:

A Bachelor's Degree in Civil Engineering, Construction Management, or related field

WORK CONDITIONS:

Work is performed both in the office and field.

PHYSICAL JOB REQUIREMENTS

- Must be able to move or transport items weighing up to 50 pounds, occasionally
- Must be able to use a computer for up to several hours a day.
- Must be able to remain in a stationary position for up to several hours a day.
- Must be able to move from one location to another frequently.
- Must be able to occasionally position oneself to inspect or view field activities.
- Must be able to use office equipment such as a calculator, printer, and copy machine.
- Must be able to operate a motor vehicle.

NECESSARY SPECIAL REQUIREMENTS:

- Ability to attend continuing education classes totaling 30 hours every 2 years to maintain valid license(s).
- Ability to maintain a valid driver's license.