

KENT COUNTY WATER AUTHORITY
JOB POSTING
REPOSTED JANUARY 8, 2009
JOB OPENING - KCWA

POSITION: Water Project Engineer
DESCRIPTION: See position description attached
START DATE: Immediate

If anyone is interested in this position and meets the qualifications, please contact the General Manager by Friday, January 16, 2009.

This position will be advertised in the Providence Journal on Sunday, January 18, 2009.

Position Guide

Date: October 2008

Company: Kent County Water Authority

Type: WATER PROJECT ENGINEER

Position Reporting To: General Manager/Chief Engineer

PRINCIPLE DUTIES:

The Water Project Engineer's position will perform a variety of engineering and engineering technician style duties and responsibilities in both the office and field settings. The work will be performed under the direct supervision of the General Manager/Chief Engineer. The engineer must demonstrate a proficiency and have a familiarity with the water works industry or related fields. He or she should have experience in the operation of the drinking water system components such as pumping, treatment, and transmission and must become well versed in state and federal drinking water rules and regulations.

Position will entail a combination of office and field work along with a broad range of engineering and information technology duties. The Water Project Engineer's duties will in general include field layout, conventional computerized drafting using computers to enter geographic information data and system administration, generate reports, gathering data from the field, and water main construction projects and provide assistance to the technical staff of the Authority, in design, design reviews and construction administration.

Proven ability to manage in a changing environment is desired for this position. Strategic thinking, good interpersonal skills, ability to motivate and be self-motivated are required. The Water Project Engineer will receive 100% of verbal and written direction from the General Manager/Chief Engineer in the planning and execution of daily activities under his or her control. Interaction with company personnel, city and town agencies, along with interaction with other public utilities in the public is a prerequisite.

The Water Project Engineer is a member of the management team, which will consist of the Chief of

Facilities, the Chief of System, Director of Finance and Administration, Director of Technical Services, and the General Manager.

EXPERIENCE & EDUCATION:

This position requires a four-year degree in a civil, environmental engineering or comparable discipline and five years of direct related experience. The minimum course work shall include mathematics, engineering, computers, computer aided drafting that includes at least one semester of AutoCad instruction, general drafting, and other professional/technical engineering subjects. A Minimum of two (2) years of experience working for a water utility or a consultant engineer whose primary focus is water supply. Experience with ESRI ARCGIS system operating software desired.

The position requires field work in adverse conditions; requires the ability to follow oral and/or written instructions and work independently, ability to make decisions and negotiate a solution in accordance with established Kent County Water Authority policy and office procedures pertaining to existing laws, rules and regulations. Ability to make decisions recognizing established precedents, practices, and systems and to use resourcefulness and tact in meeting new problems. Ability to plan and organize in a manner conducive to a very high level of service performance and high morale. Ability to establish and maintain effective working relationships with other employees and the general public.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES OF POSITION:

- Perform conventional and computer-aided drafting, including plans for proposed water system projects, as-built drawings for completed projects, and updates to the master Kent County Water Authority system maps and records;
- Operate engineering instrumentation in the field, mapping reproduction machine, GPS review and plotter in the office along with other miscellaneous office machines;

- Input information to the Kent County Water Authority computer data bases and GIS system;
- Generate reports and/or plans from the computer data bases and GIS system;
- Maintain and update conventional and computer generated system maps, records and databases;
- Perform field inspections and chlorination water quality sampling and testing to ensure compliance on all Kent County Water Authority construction projects;
- Maintain project records and perform inspections on the annual roadway and sidewalk patching contracts;
- Research and prepare design plans for various Kent County Water Authority capital improvement projects;
- Provide design review of plans and specifications from consultant prepared documents;
- Receive and resolve routine customer inquires in person or by telephone;
- Provide system records, reports and/or maps upon request;
- Provide assistance in construction administration duties of all KCWA projects.
- Perform other duties and activities that may be required for the efficient operation of the Kent County Water Authority.
- Implement updated computerized maintenance program for predictive and preventative

maintenance.

Operation: Provides technical support and direction in resolving complex operational day-to-day issues as needed and at the request of the General Manager and/or Director of Technical Services, and/or the Division Chiefs. Procures and provides technical assistance from outside sources to assist in the resolution of problems encountered in the operation of the system.

Regulatory Compliance: Identifies regulatory requirements and practices to meet those needs, and conveys such information to the General Manager, Director of Technical Services and Division Chiefs. Functions as the direct responsible party to identify compliance requirements and required practices.

Training: Identifies minimum training requirements for all staff, minimum certification for the designated operating staff, required continuing training hours annually and other related tasks. Develops and provides training to the staff and/or procures the training from outside services.

Monitoring: Reviews and monitors all operational data to ensure compliance with State and Federal regulations. Prepares all reports for signature by the General Manager/Chief Engineer with State and Federal regulatory compliance. Prepares summaries and other data as needed.

Communication: Communicates with the General Manager/Chief Engineer to ensure that the KCWA's goals are being attained in the day-to-day execution of work. Communicates to the assigned staff to provide direction and support in the execution of the daily activities. Communicates with others in the KCWA to accomplish tasks as assigned. Communicates to, and interacts with customers to accomplish work assignments effectively.

Field Layout: Provide services for field layout and dig-safe notifications, as necessary with the ability to read blue prints, drawings, service cards, and understand work slip designation for routings.

LICENSING/CERTIFICATION:

Must have or able to obtain a State of Rhode Island Distribution and Transmission License and a State of Rhode Island Water Supply Treatment and Facilities License. Training may be provided with the Water Project Engineer being solely responsible to obtain the necessary licensing from the State of Rhode Island within one year of being hired. Must have a valid State of Rhode Island Motor Vehicle Drivers License with a safe driving record. State of Rhode Island Professional Engineering License a plus or the ability to obtain a license.