

**HARDIN COUNTY WATER DISTRICT No. 1**  
**Job Description**

**TITLE OF POSITION:** Engineering Manager (Exempt, Salaried – Pay Grade E-12)  
**DEPARTMENT:** Administration  
**REPORTS TO:** General Manager  
**SUPERVISES:** Civil Engineer, GIS Planning Specialist, Project Coordinator  
**REVISED:** May 2024

---

**BASIC POSITION DESCRIPTION:**

---

Under general supervision from the General Manager, oversee all technical design, specifications, capital program planning, bidding, water quality and regulatory compliance for water, sanitary and storm sewer utilities of the District.

---

**ESSENTIAL POSITION FUNCTIONS:**

---

Develop annual and five year capital plans for each utility to include rough estimates, cash flow needs and impacts to operation budgets. Work with Civil Engineer and private engineering firms to complete preliminary and final project plans and specifications and gain all permits required for multiple projects. Schedule work and projects so annual capital improvement plans and programs are executed and carried out. Oversee the development and updating of GIS Mapping Systems for each utility. Oversee construction inspection and oversight programs by in-house employees and contracted inspectors. Work with District operations contractors to plan projects to make process changes to improve water quality and treatment optimization. Develop construction specifications and standards to be used in all construction by developers and District constructed projects. Oversee special projects using staff of Civil Engineer, Project Coordinator, GIS/Planning Specialist and Construction Inspector and other District staff. Assist with Construction-in-Progress accounting and ensure that costs stay within budget. Assist with annual budget development by making projects estimates, cost-benefit analyses and prioritizing projects. Develop Requests for Proposals and Bids for acquiring competitive pricing for construction, equipment and professional services. Oversee performance and progress of work by professional engineers and consultants. Assist General Manager with preparation of monthly Board agenda items, construction option analyses and other reports as needed. Assist accounting & finance staff with updating and accuracy of fixed asset and depreciation schedules. Incumbent must be able to mentor, coach and foster development of staff. Incumbent must conduct themselves as a professional; being kind, courteous and helpful to all coworkers and District employees in all circumstances. Incumbent must be a servant leader. Incumbent must complete any and all other job duties as may be assigned.

---

**STANDARDS OF PERFORMANCE:**

---

Excellent organizational, oral and written communication skills, including procedures. Extensive knowledge of design, construction and materials used in the water, sanitary and storm sewer industry. Must be skilled in spreadsheet and data management software programs as used for capital program management and funding. Experience with contract document preparation, bidding on construction contract management. Proven record of managing multiple projects and tasks simultaneously. Experience with employee supervision, motivation and annual performance evaluation. Strong understanding of the project design, bid, permitting and construction process. Experience with environmental studies, regulations and studies. Should be familiar with OSHA and other safety regulations and laws related to the construction industry. Establish and maintain effective working relationships with officers, employees and the general public and regulatory officials as well as develop positive working relationships and team environment among staff and departments.

---

**MENTAL AND PHYSICAL REQUIREMENTS**

---

Maintain considerable concentration with frequent time pressures and interruptions as well as read, interpret, and analyze documents, reports and email for considerable lengths of time. Will also be expected to sit for extended periods of time, reach forward to manipulate keyboard and lift up to 10 lbs.

Continued

---

---

### **WORKING ENVIRONMENT AND CONDITIONS**

---

Work is primarily administrative in nature, but could include driving to construction projects and traverse along construction and outdoor job sites. Must read visual documents, computer e-mail and reports. Periodic travel by plane or car is also required. This position requires access to Ft. Knox military installation and they must be approved for any required security clearance for persons working on post.

---

### **EDUCATION, EXPERIENCE AND TRAINING**

---

Four year college degree in Civil Engineering, Industrial Construction Management or related disciplines preferred. Minimum of five (5) years supervising engineering and construction projects for water and sewer utilities or departments. Three (3) years as direct supervisor overseeing two (2) or more employees and providing annual performance evaluations preferred. Demonstrated experience in construction project inspection and oversight to include experience in reading construction contract documents, construction drawings and pay requests. Professional Engineer licenses preferred, but not required. Proficiency in Microsoft Office applications required. Valid driver's license required.

### **Acknowledgement for Receipt of Job Description**

I have received a copy of the Job Description and have read and understand its contents.

---

Employee Name (Please Print) Date

---

Employee Signature Date

---

Supervisor's Signature Date