

HARDIN COUNTY WATER DISTRICT No. 1
Job Description

TITLE OF POSITION: Civil Engineer (Exempt, Salaried – Pay Grade E12)

DEPARTMENT: Engineering

REPORTS TO: Engineering Manager

SUPERVISES: No supervisory responsibilities

REVISED: December 2024

BASIC POSITION DESCRIPTION:

Under general supervision from the Engineering Manager, assist with 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:

Work with private engineering firms to complete preliminary and final plans and specifications, gain all permits required for multiple projects. Assist Engineering Manager to schedule work and projects so annual capital improvement plans and programs are executed and carried out. Perform preliminary or conceptual designs of all District projects as needed. Utilize GIS Mapping Systems for reference and design data. Assist with construction inspection and quality control by in-house employees or contracted inspectors. Perform or have performed computer hydraulic and water quality analyses of proposed improvement projects. Assist with developing construction specifications and standards to be used in all construction by developers and District constructed projects. Assist with Construction-in-Progress accounting to ensure that costs stay within budget. Assist with annual budget development including making projects estimates, cost-benefit analyses and prioritizing projects. Develop bid and Request for Proposals for acquiring competitive pricing for construction, equipment and professional services. Assist Engineering Manager with preparation of monthly Board agenda items, construction option analyses and other reports as needed. This list is not inclusive of all duties. Any and all other job duties as may be assigned.

STANDARDS OF PERFORMANCE:

Excellent organizational, oral and written communication skills, including procedures. Proven record of ability to manage multiple projects and tasks simultaneously. Strong interpersonal and communication skills including use of electronic mail, internet and cost estimating calculators and methodology. Extensive knowledge of design, construction and materials used in the water, sanitary and storm sewer industry. Should be familiar with OSHA and other safety regulations and laws related to the construction industry. Must be skilled using spreadsheet and data management software programs as used for capital program management and funding. Proven record of ability to manage multiple projects and tasks simultaneously. Strong understanding of the project design, bid, permitting and construction process. Understanding and experience with environmental studies, regulations and studies. Ability to foster and work within a team of other departments and able to share information, workload and assist and negotiate assistance to the benefit of the organization

MENTAL AND PHYSICAL REQUIREMENTS

Must be able to maintain considerable concentration with frequent time pressures and interruptions as well as maintain visual attention to 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. Requires travel in vehicle, driving own and HCWD1 owned vehicles and occasional travel by air and rented car. Must be able to drive to and walk onto construction sites, including unpaved or rough surface area without special accommodation or assistance.

WORKING ENVIRONMENT AND CONDITIONS

Work is primarily administrative in nature, but could include physical ability to drive to construction projects and traverse along construction and outdoor job sites Must be able to view and read drawings

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and blueprints, visual documents, computer e-mail and reports without modification or assistance. Periodic travel by plane or car without assistance is also required.

EDUCATION, EXPERIENCE AND TRAINING

Four-year college degree from an ABET accredited school. Must hold a Kentucky Professional Engineer license or the ability to obtain one in four years. Previous experience in engineering and construction projects for water or sewer utilities preferred. Previous experience in construction project inspection and oversight preferred. Experience in reading construction contract documents, construction drawings and contractor pay requests. Experience using Windows based spreadsheet, word processing, Carlson Engineering Suite, Autocad and database management software. Previous course work or training using GIS mapping systems. Requires current Kentucky driver's license.

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