



## **Project Engineer**

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Department: Engineering/Operations

FLSA Status: Non-exempt

Reports to: Engineering/Operations Manager

Prepared/Revised Date: January 2018

### **About the Position**

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The Project Engineer is responsible for providing professional engineering and technical services for the District, assists in the development of capital improvement projects and developer extensions, and coordinates the District engineering/construction projects with local agencies.

### **Essential Duties and Responsibilities:**

- Applies engineering knowledge and experience to create technical solutions for water system development, operations, repair and replacement.
- Supports the development of planning and construction-related documents for capital improvement and developer extension projects.
- Assists with project compliance with District and other governing jurisdiction standards, policies, procedures, permits, and regulations, including budgetary and schedule adherence.
- Coordinates outside consultants and contractors on assigned projects on behalf of the District.
- Researches and analyzes existing and proposed system components to determine future capital improvements.
- Prepares hydraulic analyses to verify current water system capacity and needed future improvements.
- Manages District's standard plans, record drawings and specifications.
- Corresponds with the public, developers, consultants, engineers, tenants and others with District practices and procedures.
- Supports development of asset management, GIS, and other technical services
- Provides technical guidance to Project Coordinator(s), Technical Services Coordinator, Construction Observers, Contractors and Consultants.
- May perform other duties as needed or assigned.

### **Position Requirements**

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To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

### **Supervisory Responsibilities:**

This position has no supervisory responsibilities.

### **Education, Experience and/or Skills:**

- Bachelor Degree in Civil Engineering from an accredited college or university. Coursework in hydrology, hydraulics, or water resources preferred.
- Engineer-in-training certification required; Professional Engineer Licensure Preferred.
- Minimum of two years progressively responsible civil engineering-related experience, preferably within the water utility industry.

**Education, Experience and/or Skills:** (continued)

- Knowledge in the theories, principles, and practices applied in the field of Civil Engineering, preferably hydraulics, hydrology, water utility design and construction.
- Familiarity with methods and standards-of-practice applied in the construction and field inspection of public work projects.
- Understanding of engineering and construction considerations for planning and development of water systems.
- Familiarity with laws and regulations surrounding the development and maintenance of water utilities including planning, permitting and compliance.
- Display a willingness to make timely decisions supported by sound and accurate judgment and include appropriate people in decision-making process.
- Self-motivated, flexible and work independently with excellent organizational skills and a high attention to detail.
- Ability to follow through on assigned tasks, meet deadlines, budgets and prioritize/communicate work effectively and efficiently.
- Possess problem-solving skills including the ability to analyze information and situations to develop solutions under general supervision.
- Effective oral & written communication skills with good phone etiquette.
- Strong desire to meet and exceed customer expectations.
- Ability to create good working relationship with co-workers and the public, and ability to work well under pressure and stay calm in stressful situations.
- Proficient in MS Office Suite, AutoCAD and familiarity with Hydraulic Modeling Software, Lucity and ArcGIS.
- Valid Washington State driver's license with acceptable driving record.

**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:

While performing the duties of this Job, the employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. While performing the duties of this job, the employee is regularly required to sit. The employee is frequently required to walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; stoop, kneel, or crouch.

**Work Environment:**

The noise level in the work environment is occasionally loud.

The employee is occasionally exposed to outdoor weather conditions, high voltage and toxic chemicals.

The employee is occasionally required to work in confined spaces and exposed to heights.

The employee is occasionally required work near moving traffic.

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Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Highline Water District believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. This position description is designed to outline primary duties, qualifications and job scope, but not limit our employees nor the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of the company.