

Greater Augusta Utility District Job Description

Job Title: Project Engineer
Reports to: Engineering Services Manager
FLSA Status: Non-Exempt
Union Status: Non-Union
Pay Grade: Non-union pay scale, GS-11
Created: June 6, 2022
Revised: New

Nature of Work:

This is entry level professional services and scientific work in civil/environmental engineering such as construction, planning, and design. Responsibilities include performing a variety of engineering functions relative to water/sewer/storm infrastructure projects, prior to, during, and after construction to ensure satisfactory operation of the completed facility. Responsibilities include administrative and technical work associated with asset management, utility locating using global positioning system (GPS) units, construction inspection, project design, field layout, researching customer issues, computer aided drafting (CAD), Geographic Information System (GIS) data input/output, hydrant and sewer flow testing and monitoring, and maintenance of location records. Work is performed under limited supervision with periodic review to ensure satisfactory performance of work.

Representative tasks:

- Assists with the review of plans, designs and specifications for the installation and maintenance of water, sewer and storm-water systems.
- Conducts field layout and follow-up inspection activities concerning water, sewer and storm-water systems for the District's crews and outside contractors.
- Sets up surveying equipment to establish proper lines, grades and elevations.
- Inspects utility/facility/process construction and maintenance work.
- Assists in monitoring work performed by District work crews through the Operations Supervisor.
- Compiles utility records using computer databases, CAD, GIS or paper records as appropriate.
- Assists in various recordkeeping activities including creating and maintaining distribution and collection system work records.
- Responds to customer complaints as needed.
- Assists with hydrant flow testing as needed.
- Locates water, sewer and storm-water infrastructure as directed for Dig-Safe compliance.
- Installs, maintains and manages portable flow meters and field sensors.
- Assists Engineering Services Manager and Chief Engineer in engineering analysis of operations.
- Performs design analysis and related calculations as directed.
- Performs related duties as assigned.
- Provides after-hours duty coverage.
- Coordinates daily construction activities with contractors and interested parties.

Knowledge, Skills, and Abilities Required:

- Knowledge of engineering principles and practices.
- Knowledge of the materials, methods, techniques and equipment commonly used in water, sewer and storm-water construction and maintenance.
- Knowledge of computer aided drafting (CAD) systems such as AutoCAD.
- Knowledge of Microsoft Office suite.
- Ability to perform independently as a self-starter, exhibiting a high degree of initiative in fulfilling the full range of job responsibilities.
- Ability to examine requests for mapping products and determine appropriate method of GIS or CAD to meet the request.
- Ability to organize and coordinate the activities of several different organizations in construction projects.
- Ability to create and interpret maps, graphs, charts, plans and survey data.
- Ability to keep accurate records and prepare reports.
- Ability to read complex engineering plans and specifications for water, sewer and storm-water construction.
- Ability to establish and maintain effective working relationships with employees, contractors, engineers, municipalities, other utilities and the general public.
- Ability to communicate effectively, both orally and in writing.
- Ability to compile record information for external use (data requests).
- Ability to identify common occupational hazards and utilize safe work practices.

Minimum qualifications:

- Bachelor's Degree in the field of Civil, Sanitary, or Environmental Engineering, or
- Equivalent combination of training and experience may be considered without a Bachelor's Degree.

Licensing Requirements:

- Certification of Engineer-Intern as issued by the State Board of Licensure for Professional Engineers within 5 months of hire.
 - Class C Maine driver's license.
 - Class II Water Distribution Operator's License and Class II Water Treatment Operator's License within 18 months from hire date.
 - Class II Sewer Collection System license within 18 months from hire date.
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