



AN EQUAL OPPORTUNITY EMPLOYER

Employee Job Description

Engineer / EIT / Project Manager

Reports to: Engineering Manager **Department:** Engineering
Classification: Hourly (non-exempt) Full-Time or Salary (Exempt), DOQ
Minimum Grade 9 (\$24.83 - \$30.49/hr., \$51,640 - \$63,416/year)
Maximum Grade 11 (\$29.66 - \$36.63/hr., \$61,685 to \$76,183/year)

Actual wage/salary dependent upon qualifications and experience.

Area of Responsibilities: To review proposed waterline and/or development project plans. To plan, design, and coordinate waterline relocation, replacement, and new pipeline construction projects for the distribution of safe potable water. Additionally, may manage other capital improvement projects and renewal and reinvestment of existing company pipelines and assets. Perform engineering duties in planning, designing, and overseeing construction and maintenance.

Essential Functions:

Project Management:

- Review water system design plans prepared by others for county, ODOT, or other government agencies.
- Develop rural line extension projects to extend new waterlines to potential customers.
- Review proposed road widening & bridge replacement projects and identify any potential conflicts with Del-Co's existing facilities including waterlines, valves, hydrants, meters, and other appurtenances.
- Design and draft water utility plans using AutoCAD software.
- Prepare and send correspondence to property owners informing them of construction projects and to acquire easements for relocated waterlines.
- Meet with property owners to address concerns and to acquire easements.
- Research deed and property information at public records agency.
- Coordinate waterline relocation plans with county and state roadway officials.
- Prepare and acquire permits from the Ohio Environmental Protection Agency.
- Evaluate site conditions.
- Perform quantity take-off calculations and prepare materials lists for purchasing.
- Create construction cost estimates.
- Manage consulting engineers in design and engineering process.
- Work with consulting engineers to coordinate bid projects.
- Conduct preconstruction meetings.
- Provide construction inspection and resolve minor field issues as they arise. Maintain proper records during design and construction.

- Review and report on project status.
- Inspect post-construction site to ensure quality property restoration.
- Perform field surveys.

Engineering:

- Create, modify, maintain, and update all maps, plans, details and diagrams using Computer software, such as AutoCAD or ESRI GIS products.
- Prepare detailed design drawings used for the construction of water-related facilities.
- Scan records and electronically catalog data for records preservation.
- Ensure the accuracy and completeness of drawings.
- Work with personnel from other departments and the general public retrieving records information.
- Develop work plans, budgets, and capital improvement projects in assigned areas.
- Provide assistance with surveys and project layout as needed.

Qualifications:

- At a minimum, position requires an Associate's Degree, or Certificate or Similar Certification, and five years of experience or 10 years of relevant experience in-lieu of a formal degree. Relevant experience will consist of work in construction, design, planning, inspection, or operation of water distribution systems.
- A Bachelor's degree (in construction management, civil engineering, or related field) and three years of experience is preferred.
- Possession of a designation as a Professional Engineer or Engineer-in-Training (EIT/FE) is highly desirable.
- Knowledge of the practical application, principles, techniques and procedures of engineering science and technology.
- Demonstrated ability to identify solutions and approaches to solving complex problems.
- Familiarity with design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.
- Must be well organized, detailed oriented, and work as part of a team.
- Experience using AutoCAD or ESRI GIS software is highly desirable.
- Excellent verbal and written communication skills required.
- Knowledge of Windows and Microsoft Office required.
- Must be willing to work flexible hours including occasional evenings.
- Must be an Ohio Notary Public or obtain one within six months of hire date.
- Must be able to perform manual labor and be willing and able to work in adverse weather conditions.
- Must have a valid Ohio driver license, and an acceptable driving record.
- Any combination of training and work experience, which indicates possession of the skills, knowledge and abilities to perform the job duties successfully.

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. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to walk and reach with hands and arms. The employee is occasionally required to stand; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.

We offer an excellent benefit plan that includes health, dental, vision, life and disability insurance. Paid time off benefits include personal time, sick time, and vacation time. In addition to our pension plan we offer a 401(k) and a Roth Plan.

Submit your resume and cover letter to: HR@Delcowater.org

Date Posted: 08/22/2019
Closing Date: Open Until Filled

This position description is not to be construed as an exhaustive statement of accountabilities, duties, or responsibilities of requirements. Any individual may be required to perform any other job-related activities or functions requested by his/her manager, subject to reasonable accommodation. Del-Co Water Company reserves the right to modify this job description to reflect changes in essential job duties made necessary by changing organizational needs, subject to reasonable accommodation. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions of the position.