



## **Staff Engineer**

**DEPARTMENT:** Engineering

**PAY GRADE:** 5

**SCHEDULE:** Monday-Friday, 7:30am-4pm

### **Position Summary:**

The Staff Engineer manages capital improvement and water main replacement/rehabilitation projects for the District. This position also tests and evaluates current and proposed District operations to ensure District standards and applicable regulatory requirements are met. Additionally, this position contributes to the regulatory compliance and efficient operations of the District.

### **Essential Functions:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

- Manages main replacement and other capital improvement projects which involve collaborating with various District departments on design considerations, communicating design comments to the consulting engineer, reviewing the design to assure compliance with current standards and regulations, assembling information required for permits and special funding sources, developing project specifications, publicly bidding the project, executing the contract documents, administering preconstruction meetings, assisting the inspection group as issues are encountered during construction
- Maintains the hydraulic model and performs hydraulic analysis for certification of new water main projects, identifying system improvements which are needed, pipe sizing, water service availability, determining the system's response when certain components are taken out of service for maintenance, pinpointing the root cause various problems experienced within the system, assurance that state regulations are met for new improvements and scenarios
- Procures goods and services for various District departments which involves developing Request for Proposals, Request for Qualifications, and bid specifications, publicly bidding the item, evaluating bids/responses, presenting bids to the Board of Commissioners for approval, executing contract documents, tracking when contracts expire/items need to be rebid
- Assists with construction design, administration and inspection which includes communicating with the consulting engineer to ensure all design requests are being incorporated into the bid documents, assuring that the project is constructed per the plans and specifications, the development of daily inspection reports, responding to RFIs, reviewing submittals, processing change orders and pay requests, administering progress meetings
- Conducts tests and analysis of the distribution system to see if all systems are operating in a manner consistent with regulatory requirements and to determine if any changes or improvements need to be made.
- Read, analyze and interpret professional and technical journals and government regulations
- Ensures compliance of company policies, including but not limited to safety concerns and incident reporting
- This description describes only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department

### **Required Education and Experience:**

- Bachelors in Civil or Environmental Engineering

### **License/Certifications**

- Valid Driver's License
- Has passed the Fundamentals of Engineering (FE) Exam
- State licensure as a Professional Engineer – preferred

### **Additional Skills:**

- Ability to learn intimate details of the water system to understand how various components interact with each other
- Experience working with Microsoft Office programs

### **Work Environment and Physical Demands:**

This job primarily operates in a climate-controlled environment. May spend some time in the field to monitor ongoing projects but this typically does not require any physical or manual labor. Works with equipment such as computer, copy machine, fax, phones. The position requires auditory and visual skills; and the ability to follow written and oral instructions and procedures. There is no regular travel expected for this position.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

### ***TO APPLY:***

***If you have an interest in the above named position, and you meet the listed qualifications, please complete and submit an application form which is available at [www.nkywater.org](http://www.nkywater.org) or in person at 2835 Crescent Springs Road, Erlanger, KY 41018. Applications may be submitted by email to [hr@nkywater.org](mailto:hr@nkywater.org) or mailing to 2835 Crescent Springs Road, Erlanger, KY 41018.***

**The Northern Kentucky Water District is an Equal Opportunity  
Employer/Minorities/Females/Disabled/Veterans.**

**Posting Date: September 28, 2017**