

**CODE: 1003**  
**FLSA: Exempt**  
**GRADE: 30**

**LOWCOUNTRY REGIONAL WATER SYSTEM**  
**JOB DESCRIPTION, OCTOBER, 2017**

**JOB TITLE: STAFF ENGINEER**

**GENERAL STATEMENT OF JOB**

Under general supervision, assists the General Manager in developing short term and long term capital projects. Evaluates the operation of the water and wastewater facilities to maintain regulatory compliance and to optimize processes and programs. Renews ongoing project plans and specifications. Develops project funding plans. Coordinates with economic development officials and other political entities. Supports customer service with technical information. Coordinates with consultants, other contractors, project development, design, procurement, and construction teams. Reports to the General Manager of the LRWS.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Develops long term and short term project plans/budgets.

Coordinates with consulting engineers on project plans, permitting, and designs.

Reviews plans and specifications for capital projects/development.

Prepares/reviews preliminary cost estimates.

Evaluates operation process for compliance and optimization.

Develops, maintains, and updates O&M programs.

Maintains project files.

Maintains/updates GIS mapping/asset inventory.

Performs construction observation/administration.

Develops and maintains LRWS standards for water and sewer specifications and details.

Provides technical assistance to customer service and customers.

Provides technical assistance to O&M staff.

Communicates/coordinates with regulatory staff.

Pursues project funding through grant and loan applications.

Performs hydraulic calculations/hydraulic models.

Performs capacity calculations.

Performs water and wastewater treatment calculations.

Reviews construction submittals.

Reviews requests for water and sewer availability.

Prepares project status reports for the Board.

Attends Board meetings and other municipal meetings.

Responds to economic development inquiries; attends economic development meetings.

Assists with annual budget preparation.

Receives and/or reviews information such as construction plans and specifications, O&M data, requests for information from contractors, engineering reports and engineering invoices.

Prepares and/or generates various reports to include project cost estimates, O&M program documents, email correspondence to consultants, engineering calculations and Board reports.

Refers to DHEC regulations, Project plans/specifications, GIS map, engineering reports and deeds.

Utilizes a variety of computer software such as GIS map, Outlook, Word, Excel and Water Cad.

Interacts or communicates with a variety of groups and/or individuals to include the General Manager, operations staff, consultants, contractors, and customer service staff.

### **ADDITIONAL JOB FUNCTIONS**

Assists in planning for community involvement.

Assists in planning the company Christmas party.

Assists with equipment setup for Board presentations.

Cleans and organizes file cabinets.

Assists with job interviews.

Performs other duties as may be directed by the Commissioners or the General Manager.

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### **ESSENTIAL SAFETY FUNCTIONS**

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires a Bachelor's degree in Engineering and a minimum of 8 to 10 years of experience in water/wastewater engineering. Must possess a valid South Carolina Driver's License. Must maintain a safe driving record. Licenses preferred or able to obtain within 2 years of hire date: SC Registered Civil Engineering License and FEMA NIMS Certifications 100,200,300,400,700 and 800

*This is classified as a Safety Sensitive Position and may require a Pre-Employment Drug Test and random Drug Testing throughout employment with LRWS.*

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of automated office machines and equipment. Must be able to exert up to five pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, stoop, reach, kneel, carry or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time. Must be able to lift/carry weights of up to 10 to 20 pounds.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information, includes the receiving of information and instruction from supervisor.

**Language Ability:** Requires the ability to read a variety of documents and reports. Requires the ability to prepare/record required records and reports using the proper format punctuation, spelling, and grammar, using all parts of speech.

**Intelligence:** Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to deal with several abstract and concrete variables. Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; to counsel and teach employees. Must be able to communicate effectively and efficiently with co-workers and the general public.

**Numeric Aptitude:** Requires the ability to use arithmetic such as formulas, variables, roots, radicals, monomials, polynomials, exponentials, etc.

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**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width, and shape.

**Motor Coordination:** Requires the ability to make precise movements with fingers, hands and arms, e.g., typing, keying, data entering, etc.

**Manual Dexterity:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination and Visual Acuity:** Requires the ability to match specific colors, textures, sounds, odors, tastes, forms, e.g., typing, transcribing, etc.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with persons acting under stress.

**Physical Communications:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

## **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has required knowledge, skills and abilities and experience to be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed. Has thorough working knowledge of the water/wastewater operations. Has knowledge of applicable federal, state and local laws, codes, and regulations. Has knowledge of occupational hazards and standard safety practices. Thorough knowledge of the geography of the System's service area. Is able to demonstrate a high level of customer service. Is able to compare or inspect items against a standard. Knows how to advise and assist supervisors of treatment plants. Exercises initiative and judgement to ensure a safe water supply. Has the ability to interface with the Board of the LRWS. Is able to communicate or exchange information related to engineering. Has the ability to handle or use machines, tools or equipment, such as computers for data entry, fax machines, copiers, scanners, calculators, adding machines, telephones, etc. Is able to use addition and subtraction, multiplication and division, and/or calculating ratios, rates and percentages. Has the ability to read technical instructions, procedures, manuals and charts to solve practical problems; composing routine reports. Is able to complete manual, clerical or operating tasks following definite procedures. Stays abreast of changes in processes, professional practices, etc. Keeps management informed at all times.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

**Quantity of Work:** Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

**Dependability:** Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time

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and leave requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

**Relationships with Others:** Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

**Safety and Housekeeping:** Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

**DISCLAIMER:** This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.