

<b>Title: Project Engineer</b>	<b>Adopted: July 15, 2024 Updated:</b>
<b>Reports to: District Manager</b>	<b>FLSA Status:</b> Non-exempt

## Summary

Provides engineering support for all District activities, including implementing operational changes that have service impact, supporting emergency response, supporting maintenance planning, acting as liaison to design and construction projects, and supporting start-up of new/rehabilitated facilities.

## Essential Functions

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

- Collaborates with other staff in the operation of the public potable water supply and distribution system.
- Provides project planning and administration for capital projects as directed by the District Manager.
- Works collaboratively to recommend capital projects and system improvements based on asset conditions, regulatory requirements, and community needs.
- Reviews and approves water main installation projects; may act as Project Manager on construction and maintenance projects in accordance with Massachusetts General Laws.
- Reviews subdivision plans and provides recommendations to the Planning Board for modifications to comply with the District's Rules and Regulations as well as Town and state regulations.
- Manages and implements asset management plan with input and support of staff and consultants.
- Represents the District with regulators, constituents, customers and professional organizations.
- Represents the District on committees and working groups and acts as a liaison for planning and coordinating activities with the Town of Acton and others.
- Manages and oversees project-related purchases and expenditures.
- Supports implementation of service line inventory and associated replacement projects.
- Provide technical assistance for all water treatment and distribution facilities.
- Works with developers and others for new or renewed service connections to system.
- Calculates mitigation and demand fees in accordance with the District's Rules and Regulations.
- Other duties as assigned.

## Supervision

*Supervision Scope:* Performs highly responsible functions of a routine to complex nature following acceptable standards of quality and performance. Requires the ability to ensure the application of District policies, procedures and standards. Functions independently referring specific problems to the District Manager.

*Supervision Received:* Works under the administrative direction of District Manager. Performs responsible functions of a complex and technical nature involving the exercise of considerable judgment in the application and interpretation of District policies and procedures, engineering methods and calculations, as well as Massachusetts General Laws, MassDEP and EPA guidelines and other regulations.

*Supervision Given:* Provides technical supervision as well as project management to consulting engineers, contractors, and other employees of the District as assigned.

## **Recommended Minimum Qualifications**

### Education, Training and Experience

Bachelor's degree in civil engineering or related field from an accredited college or university; master's degree preferred. EIT (Engineer-in-Training) certification with the ability to obtain a Professional Engineering license is advantageous. Five years of diversified work experience in environmental or civil engineering. Must have experience working with multiple stakeholders, knowledge of water systems and/or other public infrastructure and understanding of local government, or any equivalent combination of education, training, and experience. Fluent in Microsoft word, Excel, PowerPoint and Outlook. Excellent oral and written communication skills. Valid Massachusetts Drinking Water Supply Facilities Certified Operator Licenses Grade 1D & 1T preferred. A valid U.S. driver's license.

### Knowledge, Ability and Skill

*Knowledge:* Advanced working knowledge of water supply principles and procedures and District policies and procedures. Advanced knowledge of field operations procedures and experience in the use of SCADA and other computerized work management systems. Working knowledge of AutoCAD, GIS, and hydraulic modeling software is advantageous. Must have knowledge of all safety procedures and be able to demonstrate the proper use of all required safety equipment.

*Ability:* Ability to communicate effectively and tactfully with staff, contractors, regulators, stakeholders, local boards and the public. Ability to read and interpret blueprints and plans, lab reports and analysis. Ability to prioritize and complete multiple tasks at once with frequent interruptions. Requires excellent communication skills.

*Skill:* This position requires excellent time management and strong customer service and organizational skills.

## **Job Environment**

- Administrative work is performed under typical office and treatment plant conditions; some field work is performed with some exposure to variable weather conditions, loud noise and hazards associated with heavy equipment and construction sites.
- Operates computer, calculator, copier, facsimile machine, and other standard office equipment.
- Contacts are by phone, through correspondence, and in person; they generally consist of an information exchange dialogue, discussing routine and semi-complex issues.
- Errors could result in delay of department services and have legal and/or financial repercussions.

## **Physical Requirements**

*The physical demands described 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 occasionally required to work in the field; regularly convey information to employees and the public. This position is regularly required to sit, talk, and hear; uses hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms as in picking up paper, files, and other common office objects and meter

reading equipment. Employee may occasionally lift and/or move objects weighing up to 50 pounds. Vision and hearing at or correctable to normal ranges.

*The Acton Water District values diversity, equity, and inclusion and believe that everyone in the community deserves excellent public services and access to resources regardless of race, gender/gender identity, religion, ethnicity, physical abilities, age, sexual orientation, veteran status or personal experience. We believe in the benefit of diversity which allows us to become aware of varied ways of engaging with citizens and to discover, design and deliver enriched solutions and services for our community. The District embraces and encourages all qualified candidates to apply. This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*