

ENGINEER IV (SEWERS)

DISTINGUISHING FEATURES OF THE CLASS: This is complex, professional engineering work managing the construction of all treatment plant expansion, pump stations and interceptor sewer construction projects. The work is performed under the supervision of a higher-level administrator and supervision is provided to professional, technical and/or clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Coordinates activities among prime contractors, subcontractors, consulting engineers, inspectors and other personnel relative to construction projects and the ongoing operation of the Sewer District's facilities;

Supervises the scheduling of multiple ongoing construction projects and coordinates monitoring activities to ensure no conflicts arise;

Leads pre-bidding and bidding processes for the sewer district, including organizing pre-bid conferences and preparing award packages for regulatory review;

Coordinates activities between consultants and engineers to issue bid documents and agendas and oversees the evaluation of contractor qualifications;

Confirms work completion and approves payments on periodic estimates and requisitions submitted by consultants and construction contractors;

Monitors projects in order to identify appropriate contract changes;

Represents the Sewer District in meetings with contractors and the consulting engineer to negotiate and manage change orders;

Monitors the completion of necessary changes;

Resolves disputes and manages the processing of all construction claims, including related records maintenance, negotiations and correspondence;

Examines project work checklists to confirm completed tasks, adds items as needed and ensures all work is finished to bring facilities to acceptable operating standards;

Coordinates preparation of operations and maintenance manuals by meeting with consultant engineers and equipment vendors;

Supervises the activities of staff;

Arranges for training of staff on the operations and maintenance of new equipment, as necessary.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, practices, techniques and administration of engineering programs related to sewer and wastewater treatment plant construction; thorough knowledge of physics and mathematics; thorough knowledge of laws and regulations governing wastewater treatment; ability to plan, develop, direct and administer engineering programs and activities related to sewer and wastewater treatment plant construction; ability to plan and supervise engineering activities; ability to supervise the work of others; ability to plan and interpret engineering plans and specifications; ability to communicate effectively both orally and in writing; ability to establish and maintain cooperative relationships with others; ability to prepare complex technical reports and correspondence; ability to resolve problems.

MINIMUM QUALIFICATIONS: A Professional Engineer's license (PE) issued by the State of New York and three (3) years of paid post-license engineering work experience that involved the design and construction management* of wastewater treatment plants, sewer lines, pumping stations and/or related facilities as a major function of the work (a major function of the work is defined as 50% or more of the day-to-day work experience), one (1) year of which must have involved the supervision of staff.

(over)

PROMOTION: One (1) year of permanent status as an Engineer III (Sewers).

SPECIAL REQUIREMENTS:

1. Must maintain the Professional Engineer's (PE) license issued by the State of New York throughout the course of employment in this title.
2. Possession of a valid driver's license.
3. Pre-employment medical examination and medical clearance for the use of respiratory equipment.

*Construction management is defined as the oversight of construction in order to ensure adherence to design requirements by performing one or more of the following as a substantial portion of the work: reviewing shop drawings, attending/running job meetings, performing field inspections, supervising inspectors, documenting work progress, approving field changes, processing change orders and processing periodic payments.