JOB DESCRIPTION

POSITION TITLE – DESIGN ENGINEER (exempt)

The Design Engineer reports to the Operations Manager and performs various duties within the Engineering Department. The Design Engineer is responsible for managing in-house design/construction projects, developing and/or reviewing certain plans for improvements to the District’s infrastructure, and recommending the selection of and monitoring the performance of consulting engineers. The Design Engineer reviews plans submitted to the District by developers and other public entities for water main extensions and for road and bridge improvements that may affect District facilities. The Design Engineer manages in-house design and construction and, as project manager for some projects, oversees the related efforts of other Engineering staff to complete all phases of projects including planning, design, bidding and construction. The Design Engineer represents the District at Ohio Public Works Commission (OPWC) committee meetings and prepares grant applications to OPWC and/or other agencies. The Design Engineer may also be required to administer the District’s safety program, and in that capacity to oversee the efforts of the District’s Safety Officer. The Design Engineer fills in for other Engineering Department members as needed, with work that will include but not be limited to GIS maintenance, GPS data collection, drafting, utility location, safety-related tasks and construction inspection.

ESSENTIAL FUNCTIONS

This position requires the performance of duties at the District’s administrative office, treatment plants, remote sites and in the field. The position also involves dealing with customers, public officials, consultants, suppliers and contractors, both in person and via phone and email, concerning design and construction of projects involving the District’s infrastructure. This includes but is not limited to new water main extensions and improvements and repair or replacement of existing facilities. This position involves a significant exercise of personal judgment and discretion in relation to such issues. The position will from time to time involve significant amounts of walking, sometimes while carrying equipment, and frequently over uneven terrain or in inclement weather. The position involves operation of a motor vehicle provided by the District as well as various office and field equipment including but not limited to: personal computer and peripherals (printer, scanner and plotter); telephone; photocopier; fax machine; surveying equipment; pressure gages; GPS equipment; hydrants; valves; metal detector; and locating devices.

Specific tasks may include the following, and such other tasks as directed by the Operations Manager and other supervisory personnel:

A. Perform or oversee by others all phases of project management for infrastructure improvement projects. Plan and design; prepare bidding documents (plans and specifications); conduct advertisement, bidding and award phases; conduct pre-construction meeting; perform
construction phase engineering, including negotiation of change orders; process pay requests; close out project.

B. Certify projects for submittal to OEPA, or arrange for certification by consulting engineer if necessary.

C. Develop, issue and manage the responses to Requests for Proposals (RFPs) for consultants for specific projects undertaken by the District for infrastructure improvements that require consultant participation. Manage the resulting agreements and oversee and coordinate the work of those consultants.

D. Develop, issue and manage the responses to Requests for Quotes (RFQs) for special District projects requiring contractor participation.

E. Review plans submitted by other public entities for road and bridge/culvert improvements. Identify conflicts with District facilities and resolve those conflicts as appropriate. This will involve working with state, county, township, village or other public staff to accomplish water main relocations using District staff, District contractor or other agency consultant and contractor so that the work is accomplished as part of the other agency’s improvement project.

F. Review plans prepared by developers’ consultants for subdivisions.

G. Meet with customers, contractors, consultants, public officials and the District’s Board.

H. Prepare and certify engineering plans in house for planned improvements for submittal to OEPA.

I. Review and revise as needed the District’s standard specifications and bidding documents.

J. Serve as the District's Prevailing Wage Coordinator.

K. Oversee all phases of District design, bidding and construction projects, including the efforts of consultants when they are involved.

L. Prepare and maintain District’s Safety Policies and oversee the efforts of the District’s Safety Officer.

M. In cooperation with HR Administrator, manage the District's Workers’ Compensation program.

N. Perform other duties as assigned by Operations Manager.
OTHER JOB FUNCTIONS

The position may require other duties, including assisting and or relieving other engineering personnel during absences. The position may occasionally require the lifting and/or movement of items weighing as much as 50 pounds. It may occasionally involve operation of hydrants and valves, installation of hydrant meters and pressure gages, and opening meter pits or vault lids.

REQUIRED SKILLS

To perform the essential functions and other functions of this position the employee must possess the following knowledge, skills and abilities:

A. Degree in Civil, Environmental, Sanitary or other pertinent engineering discipline.

B. Prefer registration as a Professional Engineer in Ohio, or the ability to obtain same during course of employment with the District.

C. Ability to understand, interpret and prepare construction drawings.

D. Excellent written communication skills, including the ability to prepare formal correspondence, reports, bidding documents and other business documents.

E. Excellent verbal communication skills, including the ability to conduct group meetings or one-on-one conversations involving diverse participants.


G. Superior capability with GIS, CAD, hydraulic modeling and GPS data collection.

H. Strong Public Relations and organizational skills;

I. Demonstrated ability to accomplish all stages of a utilities improvement project, from planning through construction, negotiating change orders, verifying progress payments, etc.

J. Valid driver’s license.

K. Physical capability to perform all the essential and other functions.

L. Any combination of education and experience equivalent to the above-listed knowledge, skills and abilities.

Revised May 28, 2014