

REGIONAL WATER RESOURCE AGENCY JOB DESCRIPTION

Job Title: Director of Engineering

Department: Engineering

Reports to: Executive Director

FLSA Status: Exempt

Pay Level: 35

Revised Date: August, 2021

Physical and Environmental Requirements: Heavy

Respirator Required: Yes

Supervisory Responsibilities: Yes

Work Hours (typically): 7:00am – 3:30pm, M-F

On-call Status: Yes **Overnight Travel:** Occasional

Uniforms: Optional

Agency Vehicle: Available to use during working hours

JOB SUMMARY:

Position manages the Engineering Department of RWRA including, but not limited to administration, planning, surveying, design, construction administration, permitting, plan review, inspection, computerized mapping of wastewater, combined sewer and storm water infrastructure, and the coordination of these engineering functions.

DUTIES AND RESPONSIBILITIES:

- Provides the general supervision and management of the Engineering Department of RWRA, develops policies/procedures relating to the department and coordinates the efforts of the department, both internally and externally
- Works with state and federal environmental agencies related to water quality improvement projects and programs undertaken by RWRA, develops programs and is responsible for the completion and timely submittal of reports in order to retain compliance with regulatory requirements
- Provides leadership and direction to ensure compliance with environmental regulations
- Manages the programs involving the Combined Sewer System (CSS), which includes five plus miles of tunnel sewers ranging in size from 42 to 96 inches at a depth of up to 60 feet along with 160 miles of combined sewers, 8 Combined Sewer Overflow (CSO) locations; program includes the detailed annual reports associated with the CSOs and administers compliance efforts of the federal CSO Policy
- Provides project management for the planning, design and construction of RWRA projects, including Opinion of Probable Construction Costs and the creation of schedules utilizing GANTT charts
- Advises the Executive Director on engineering and operational issues and provides technical assistance to other divisions of RWRA
- Analyzes RWRA's infrastructure needs, evaluates Long Term Control Plan (LTCP) needs, and plans for future regional infrastructure improvements
- Designs and develops specifications for system infrastructure improvements of RWRA, assures that construction projects are completed in accordance with plans and specs, oversees the change order process on construction projects

- Reviews and approves submitted plans and specifications for compliance with RWRA's objectives, standards, and specifications
- Provides input regarding Owensboro Metropolitan Planning Commission (OMPC) concerning updates to Public Improvement Specifications
- Assists in the selection process of consultants for engineering services, coordinates activities of staff and consultants for designated projects and programs
- Provides complaint/service resolution functions associated with infrastructure and other community issues, along with engineering programs and construction projects
- Performs inspections (including confined space entry) of the infrastructure, collection systems, and field conditions to identify and evaluate improvement needs, and then develops solutions when needed
- Reviews video inspection records and other available data for potential rehabilitation and construction projects
- Develops Capital Improvement Program (CIP) for infrastructure projects and initiatives including the preparation of the budgets
- Responsible for oversight of Kentucky Underground Utilities (referred to as BUD locates) for wastewater, combined and storm sewer systems
- Represents RWRA in public meetings, with news media, etc. as needed
- Responsible for the review and approval of sewer bill adjustment and sewer bill exemption requests
- At the direction of the Executive Director, may act as Incident Commander related to emergency response
- Oversees the Geographic Information System (GIS) mapping of infrastructure and serves as RWRA's representative for the Owensboro-Daviess County GIS Consortium
- Performs site visits to determine appropriate Agency response(s) to issues such as construction, maintenance, public inquiries, treatment plant performance, etc.
- Duties and responsibilities may be changed and/or additionally assigned by Management at any time

EDUCATION:

Position requires bachelor's degree from a four-year ABET-accredited college or university in a related engineering discipline is required. Knowledge of engineering principles, state statutes and federal regulations applicable to the operation of a wastewater utility is preferred.

EXPERIENCE:

A minimum of six years of progressive engineering work experience beyond a bachelor's degree is required. Position also requires a minimum of four years of management and supervisory experience. Ability to effectively use various personal computer applications, such as Auto Cad, Microsoft Projects, civil engineering software, GIS software, spreadsheets, graphics, and word processing programs is also needed. Background in wastewater treatment plant operations, sanitary/storm sewer, or other pipeline related design is preferred. Understanding of hydraulics required, and hydrology is preferred.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must have a valid driver's license, prior to employment. Professional Engineers license is required; Kentucky PE required within six months. Wastewater Collection System Certification is expected to be obtained and other wastewater/stormwater certifications may be required as regulations or RWRA's needs evolve (current possession of any wastewater related certifications is a plus).

MINIMUM QUALIFICATIONS:

Must be 18 years of age or older. Must pass the drug and alcohol test and background check. Must meet minimum physical requirements for the job as set forth by the organization's physician.

LANGUAGE SKILLS:

Ability to read, analyze and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to prepare and make effective and persuasive presentations on controversial or complex topics to top management, RWRA personnel, public groups and/or boards of directors.

MATHMATICAL SKILLS:

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations and variations. Ability to apply technically complex mathematical operations related to civil /environmental engineering field.

REASONING ABILITY:

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.) in its most difficult phases. Ability to understand and apply complicated engineering software. Ability to deal with a variety of abstract and tangible variables.

OTHER KNOWLEDGE AND/OR SKILLS:

Extensive knowledge of environmental engineering or biology and chemistry as they apply to wastewater applications, surveying skills, and familiarity with flow meters/SCADA or other computer /electronic systems is preferred. Ability to manage time effectively, maintain confidentiality, be detail and team-oriented, be customer-service oriented, and maintain a positive working atmosphere within the department, are also important.

COMMENTS:

All employees of the Regional Water Resource Agency (RWRA) must adhere to the applicable provisions of the RWRA Employee Handbook, RWRA Drug & Alcohol Policy, and any other local, state, or federal regulations that apply. RWRA is a drug-free workplace; therefore, all employees are subject to drug and alcohol testing.

ACKNOWLEDGMENT:

I acknowledge that I have read the job description and requirements for the Director of Engineering position, and I certify that I can perform these functions.

Employee Signature

Date

**SUMMARY OF STANDARD WORK REQUIREMENTS
NEEDED TO PERFORM ESSENTIAL JOB DUTIES**

Job Title: **Director of Engineering**

Job Class: **Heavy (51-100 lbs)**

A. POSITIONAL DEMANDS

	Never (0%)	Occasional (1-33%)	Frequent (34-66%)	Constant (67-100%)
1. Standing			X	
2. Walking			X	
3. Sitting				X
4. Balancing		X		
5. Climbing:				
a. Stairs		X		
b. Ladders		X		
6. Reaching:			X	
a. Forward				
b. Overhead		X		
7. Stooping		X		
8. Crouching		X		
9. Kneeling		X		
10. Crawling	X			
11. Feeling			X	
12. Grasping:				
a. Simple Hand			X	
b. Firm Hand		X		
13. Fingering		X		
14. Object Handling			X	
15. Operating Controls				X

B. PHYSICAL DEMANDS

1. Lift:			
a. Up to 10 pounds			
b. 11 to 20 pounds		X	
c. 21 to 35 pounds		X	
d. 36 to 50 pounds		X	
e. 51 to 75 pounds		X	
f. 76 to 100 pounds	X		
g. Over 100 pounds	X		
2. Carry:			X
a. Up to 10 pounds		X	
b. 11 to 20 pounds		X	
c. 21 to 35 pounds		X	
d. 36 to 50 pounds		X	
e. 51 to 75 pounds	X		
f. 76 to 100 pounds	X		
g. Over 100 pounds	X		
3. Push:			
a. Up to 10 pounds		X	
b. 11 to 20 pounds		X	
c. 21 to 35 pounds	X		
d. 36 to 50 pounds	X		
e. 51 to 75 pounds	X		
f. 76 to 100 pounds	X		
g. Over 100 pounds	X		

	Never (0%)	Occasional (1-33%)	Frequent (34-66%)	Constant (67-100%)
4. Pull:				
a. Up to 10 pounds		X		
b. 11 to 20 pounds		X		
c. 21 to 35 pounds	X			
d. 36 to 50 pounds	X			
e. 51 to 75 pounds		X		
f. 76 to 100 pounds	X			
g. Over 100 pounds	X			

C. SENSORY REQUIREMENTS

1. Vision:				
a. Far		X		
b. Near				X
2. Depth Perception		X		
3. Color Discrimination		X		
4. Field Vision		X		
5. Accommodation		X		
6. Perception:				
a. Spatial		X		
b. Form		X		
7. Feeling		X		
8. Speaking			X	
9. Hearing			X	

D. WORK ENVIRONMENT (Exposures)

1. Inside Environment			X	
2. Weather Conditions		X		
3. Temperature		X		
4. Cold		X		
5. Heat		X		
6. Wet/Humidity		X		
7. Biological Agents		X		
8. Human Body Fluids		X		
9. Chemicals		X		
10. Hazardous Materials		X		
11. Floor Surface			X	
12. Lighting		X		
13. Vibration	X			
14. Unprotected Heights		X		
15. Confined/Cluttered		X		
16. Moving Equipment		X		
17. Fumes/Airborne Particles	X			
18. Hazards	X			