

**REGIONAL WATER RESOURCE AGENCY
JOB DESCRIPTION**

Job Title: Assistant Director of Engineering
Department: Engineering
Reports to: Director of Engineering
FLSA Status: Exempt
Pay Level: 30
Revised Date: September, 2022
Physical and Environmental Requirements: Heavy
Respirator Required: Yes
Supervisory Responsibilities: Yes
Work Hours (typically): 7:00am – 3:30pm, M-F
On-call Status: Available by Agency Cell Phone
Overnight Travel: Occasional
Uniforms: Optional
Agency Cell Phone Plan: Agency Cell Phone Reimbursement
Agency Vehicle: Available to take home

JOB SUMMARY:

Assist in management of the Engineering Department of the RWRA including, but not limited to, administration, planning, design, construction administration, permitting, plan review, inspection, system studies and development/implementation of environmental programs, computerized mapping of RWRA's infrastructure, and the coordination of various engineering functions.

DUTIES AND RESPONSIBILITIES:

- Provides the general supervision and management of the personnel staff within the Engineering Department of the RWRA
- Performs studies, evaluates performance of processes and assesses regulatory compliance needs at wastewater treatment plant facilities; evaluates and implements treatment process modifications and upgrades to comply with the Combined Sewer Overflow (CSO) initiatives
- Assists in the development of RWRA's Long-Term Control Plan (LTCP), including the design and implementation of projects and initiatives laid out in the LTCP and responsible for the regulatory reporting requirements
- Assists in providing leadership and direction to ensure compliance with environmental regulations related to engineering and operational issues, providing technical assistance to other departments of RWRA
- Develops a thorough understanding of RWRA's treatment and collection system processes; acquires applicable licenses as directed
- Designs and specifies collection system [includes Cured In Place Pipelining (CIPP) program, manhole rehabilitation, etc.] and treatment facility improvements for RWRA, directs efforts toward assuring that assigned construction projects are completed according to plans and specifications; reviews and approves change orders on construction projects
- Reviews and approves submitted plans and specifications for compliance with Agency specifications
- Understands and applies principles of hydrology to CSO/storm water compliance efforts

- Conducts pre-bid, pre-construction, and construction progress meetings with bidders/contractors, as needed on specific projects
- Keeps abreast of regulatory changes (i.e., CSO, Sanitary Sewer Overflow (SSO), Municipal Separate Storm Sewer Systems (MS4), nutrients, green infrastructure initiatives, etc.) and national efforts; directs Agency efforts to proactively comply with these regulations
- Assists in developing policies and procedures relating to the Engineering Department and assists in coordinating the efforts of the Engineering Department, both internally and externally
- Works with regulatory authorities related to projects and programs undertaken by RWRA, to be in compliance with applicable requirements
- Assists the Director of Engineering in the development of capital improvement programs, including preparation of budgets
- Coordinates and analyzes collection system needs, and regionalization opportunities
- Assumes duties of the Director of Engineering, as needed
- Represents RWRA in public meetings, with news media, etc., as needed
- Provides complaint/service resolution functions associated with engineering programs and construction projects, as needed
- Performs various inspection activities, including construction/maintenance projects which includes situations that require confined space entry (i.e., manholes, tunnel sewers, vaults, etc.) as needed
- Duties and responsibilities may be changed and/or additionally assigned by Management at any time

EDUCATION:

Position requires a bachelor's degree from a four-year college or university in a relevant civil engineering discipline. Knowledge of engineering principles, state statutes, and federal regulations applicable to the operation of wastewater treatment and collection systems is anticipated.

EXPERIENCE:

A minimum of four years of progressive engineering work experience beyond a bachelor's degree is required. Position also requires two to four years of management and supervisory experience. Ability to effectively use various personal computer applications such as AutoCAD, 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 needed, and hydrology is preferred.

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, Agency personnel, public groups and/or boards of directors.

MATHEMATICAL 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:

General 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 demonstrate a positive working attitude is also important.

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/stormwater related certifications may be expected to be obtained as regulations evolve (current possession of any wastewater related certifications is a plus).

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 Assistant 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: Assistant 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:				
a. Forward			X	
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			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			
2. Carry:				
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			