



Water Resource Engineer

Department: Water/Wastewater Operations

FLSA Status: Exempt

Union/Non-Union: Non-Union

Travel: Local and regional travel, regular travel to District facilities and customer properties. Occasional attendance at meetings and seminars.

Reports to: Director of Operations

Revised Date: 2/5/19

About Water Duties

The Water Resource Engineer is responsible for performing engineering and analytical analysis of the water and wastewater systems for the District, a proactively engaging regional stakeholders and partners in collaborative discussions that look to benefit District ratepayers and Mason County residents from a regional perspective.

Supervisory Relationship:

This position is non-supervisory.

Position Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Duties and Responsibilities include the following: (Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.)

- **Safety First:** Participate as a member of the District's safety culture, including safety meeting attendance and trainings, wearing PPE and actively working in a safe manner.
- Model water system hydraulics.
- Work with Director of Operations and contracted engineering firms to create/modify engineering designs of water and wastewater systems and facilities.
- Manage water rights including annual reporting of annual usage as required by the Department of Ecology.
- Work with department staff to write annual Water Quality and Use Efficiency Reports (Consumer Confidence Reports and Water Use Efficiency Reports) per Department of Health requirements and District standards for each Group A water system.
- Track water use efficiency (WUE) and WUE goals for each Group A community water system.
- Track WUE for all Group A non-community and Group B systems.
- Understand and use computer aided drafting system.
- Understand and use computer water hydraulic modeling system.
- Prepare budgets for capital improvement and maintenance projects.
- Assist Director with project permitting.
- Assist Director with project funding applications.
- Prepare reports in coordination with Director and engineering consultants.
- Perform paperwork associated with job functions.

- Coordinate and participate with department personnel and Department of Health for Sanitary Surveys and other system reviews.
 - Prepare public notices and outreach.
 - Assist Director in development, maintenance and implementation of departmental policies, specifications, standard details, charges and fees.
 - Participate in the evaluation and selection of consultants.
 - Respond to public inquiries and work with Director of Operations-Water & Wastewater to resolve them.
 - Responsible for maintaining District records created by this office in accordance with the Washington State Public Records Act.
 - Performs any other duties or activities that may be assigned
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Education and/or Experience:

- Bachelor of Science in Civil Engineering, Environmental Engineering or related field, or the equivalent combination of education, experience and certified training that provides the required knowledge, skills and abilities.
- Engineer-in-Training or Professional Engineer (P.E.) registered in the State of Washington is strongly preferred, but not required.
- Experience in water resource management and water system planning.

Certificates, Licenses, or Registrations:

- Must possess a valid Washington State driver's license with a safe driving record.
- CPR/1st Aid certification (training provided).

Skills & Knowledge:

- Project Management including planning, directing and controlling the work.
- Must be able to communicate fluently in the English language both orally and through writing with correct grammar, spelling and punctuation.
- Must be able to get along with co-workers and promote a positive work environment.
- Must have good customer service skills and be able to communicate politely and professionally with customers and contractors, exhibiting the District's core values.
- Familiar with the fundamentals of water and wastewater system analysis, planning, design, operations and maintenance.
- Working knowledge of and ability to use computer aided drafting, global positioning systems, computer software (hydraulic modeling, stormwater modeling, Microsoft Office, etc.), and equipment including plotters.
- Working knowledge of and ability to use word processing, spreadsheets, databases, and email.
- Ability to learn District's software for work orders, mapping, and accounts.
- Ability to learn construction, maintenance and operations of District's water and wastewater systems.
- Ability to learn about the water and wastewater systems and locations, related maintenance equipment, construction and repair methods and procedures, and pertinent local, state and federal regulations.
- Ability to read and carry out instructions from maps, blueprints, specifications and sketches.
- Knowledge of safe working practices and procedures.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to:

- Walk, climb stairs, bend, reach, use hands to finger, handle, or feel, and sit for extended periods of time.
- Work is primarily performed indoors with about 15% of work outdoors in varying weather conditions and noise.
- Ability to grasp, manipulate, lift, reach, crouch, and tolerate repetitive tasks.
- Employee must be aware of physical hazards from mechanical and electrical malfunctions and exposure to toxic fumes and hazardous materials.
- Work may require strenuous physical activities including stretching, bending, twisting, climbing ladders, walking, and lifting objects up to 30 pounds.
- Work may be done in areas covered by brush and trees or in trenches and where footing is poor and ground is uneven.
- Work may be done in areas of confined spaces or at heights greater than 15 feet.
- Ability to operate non-commercial motor vehicle.
- Ability to learn to operate two-way radio, multi-line telephone and other communication equipment.
- Lifting in excess of 30 pounds is required.
- After-hour work will be required to address emergency situations.
- Operate a motor vehicle.
- Possess verbal and auditory abilities to communicate effectively in person and on radio or telephone.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Work is both indoor in an office environment and outdoor on highways and customer properties, uneven surfaces and all types of weather; must navigate hazards and obstacles like brush, debris, holes, fences and open trenches associated with construction sites and rural service areas. Position requires regular and punctual attendance.

Special Conditions:

Must pass a pre-employment background investigation.

Nothing in this job description restricts the District's right to assign or reassign duties and responsibilities to this job at any time. Mason County PUD No. 1 believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. This position description is designed to outline primary duties, qualifications and job scope, but not limit our employees nor the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of the company.

Employee Acknowledgement

I have reviewed this document and understand the responsibilities of this position.

Employee Signature

Date

This institution is an equal opportunity employer and provider.