



## Professional Engineer Water System - Administration

WS-ADM/12-844

### JOB SUMMARY

This position performs professional engineering work in the design, investigation, and construction of water system infrastructure and assets.

### MAJOR DUTIES

1. Manages and coordinates activities of water system and treatment plant development from conception, through design, bid, construction, and acceptance.
2. Oversees engineering projects to include defining project budget, developing, reviewing, and approving designs, and performing data analysis.
3. Manage engineering and consultant contracts, develops RFP's, specifications and provides other support related to departmental projects.
4. Oversees capital improvement projects.
5. Assists with review of water construction plans to ensure compliance with applicable regulations and plan specifications.
6. Performs site investigations to ensure work is done according to the work plan.
7. Assists with the development and maintenance of the water system geographic information system (GIS).
8. Provides technical assistance and direction for potential and existing development with regard to standards, rules and regulations and general policy.
9. Maintains records and prepares reports necessary to ensure compliance with Georgia Environmental Protection Division.
10. Provides support for all divisions and prepares, monitors, and accepts internal projects.
11. Performs other related duties as assigned.

### KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of budget, cost analysis, and cost estimation.
2. Knowledge of Georgia Department of Transportation guidelines and regulations.
3. Knowledge of federal and state environmental regulations.
4. Knowledge of hydraulics.
5. Knowledge of Public Service Commission laws and rules.
6. Knowledge of mechanical and electrical principles.
7. Skill Reading and understanding engineering plans and maps;
8. Skill in conducting inspections.
9. Skill in Maintaining records and preparing reports
10. Skill in planning and meeting deadlines.
11. Skill in Managing complex projects;
12. Skill in reading and interpreting drawings and schematics.
13. Skill in the use of computers and job-related software programs.

### SUPERVISORY CONTROLS

The Water System Director assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

### GUIDELINES

Guidelines include The Official Code of Georgia Annotated, Public Service Commission rules, EPA and EPD

regulations, the county loss control manual, county standard operating procedures for construction, and other county and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

### **COMPLEXITY/SCOPE OF WORK**

- The work consists of varied technical duties. Frequent changes to rules and regulations contributes to the complexity of the position.
- The purpose of this position is to provide professional engineering in the design, investigation, and construction of water system infrastructure and assets. System. Success in this position contributes to the efficiency and effectiveness of Water System operations.

### **CONTACTS**

- Contacts are typically with consultant engineers, developers, members of the Public Service Commission, Environmental Protection Division and Georgia Department of Transportation staff, contractors, representatives of municipalities, and members of the general public.
- Contacts are typically to give or exchange information; resolve problems; provide services; motivate and influence persons; or justify, defend, negotiate, or settle matters.

### **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or outdoors, occasionally in cold or inclement weather while intermittently sitting, standing, bending, crouching, and stooping or walking. The employee occasionally lifts light objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, and utilizes the sense of smell. The employee may be exposed to noise, dust, dirt, and grease, machinery with moving parts, contagious or infectious diseases, or irritating chemicals. Work requires the use of protective devices such as masks, goggles, gloves, etc.

### **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

- This position may have functional supervision over assigned personnel.

### **SPECIAL CERTIFICATIONS AND LICENSES**

- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment. Georgia Water and Soil Conservation Level 1B Certified Inspector and Level 2 Certified Plan Reviewer.

### **ADA COMPLIANCE**

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

### **HIPAA COMPLIANCE**

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

### **DRUG AND ALCOHOL COMPLIANCE**

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and

- routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

#### **MINIMUM QUALIFICATIONS**

- Bachelor's degree in Engineering and two years of related experience. Registration as a licensed Professional Engineer in the State of Georgia; written commitment to transfer Professional Engineer (P.E.) license from another state within six (6) months of employment or the ability to obtain a State of Georgia P.E. license within six (6) months of employment.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia.