



Civil Engineer I Engineering Department



Full-Time/Exempt

Career Range: \$61,841 - \$96,075

Hiring Range: \$61,841 - \$78,958

(0% to 50% of Career Range DOE)

**Fort Collins – Loveland Water District
South Fort Collins Sanitation District
Revision Date: April 22, 2021**

General Purpose:

The Civil Engineer I performs professional engineering work in the planning and design of the water and wastewater conveyance and treatment systems which includes coordinating development review activities with engineers and developers through the plan review and approval process. Reports directly to the District Engineer.

Essential functions:

- Performs Engineering/Operations reviews including designs for proposed development and capital construction within the District's service area as they relate to water and wastewater utilities including tracking, routing and meeting deadlines for the development review process.
- Responds to questions and requests for information from existing and potential utility customers, developers, and engineering consultants. Evaluates the District's ability to provide water and wastewater service to all current and future customers; reviews submitted engineering designs for conformance with adopted District master plans, District criteria and accepted industry standards and practices.
- Meets and confers with developers, consultants, contractors, District employees and the general public regarding engineering and development requirements.
- Develops and updates design standards, construction details and review procedures.
- Supports the Water and Wastewater capital improvement programs including budget preparation, consultant selection, design management, permitting, coordination with other District departments, plans and specifications, bidding, construction management, and budget oversight for the District capital improvement plan (CIP).
- Supports and monitors 10-year, 5-year, and current year capital and Operations and Maintenance (O&M) budgets for the Engineering Department.
- Utilizes and maintains computer models of the water distribution and wastewater collection systems, including water demand analysis and hydraulic model maintenance, administering water system pressure, fire flow and wastewater system capacity requests.
- Interacts with district staff to coordinate operations and staff functions.
- Reports to and assists District Engineer with various water, wastewater, financial, operational, and technical activities.
- Assists with economic development-related projects and emergency management.
- Administers inclusion petitions, reimbursement and oversizing agreements and facilitates other developer and annexation agreements as required.
- May provide backup support to Construction Inspection and Operations staff.

- Other duties as required and necessary to ensure the success of the organization.

Supervisory duties:

- None.

Knowledge, skills and abilities:

- Ability to consistently promote, support, work, and act with an expectation of agency in a manner in support of the District's mission, vision and values.
- Thorough understanding of the design and construction of water and wastewater systems. Knowledge and experience in budgeting, design, administration, and construction management of water and wastewater utility infrastructure.
- Ability to use computer software packages including project management, ArcGIS, Sequel database, AutoCAD Civil 3D, advanced Excel, Word, Outlook, and hydraulic modeling programs.
- Ability to interact positively with a wide variety of people.
- Ability to independently solve complex problems, provide accurate and error-free work under pressure and meet reasonable deadlines.
- Superior written and oral communication skills.

Additional Requirements/Licenses/Certifications:

- A current Professional Engineer (PE) from the State of Colorado or able to transfer the license from another State is required.
- Must have reliable transportation.
- Must have a valid driver's license.

Materials, software and equipment directly used:

- Telephone, cell phone, pickup truck, printer, 2-way radio, calculator, computer equipment and software including project management, ArcGIS, Sequel database, AutoCAD, advanced Excel, Word, Outlook, and hydraulic modeling programs. Occasional use of various of hand tools to assist in the inspection of water and wastewater facilities.

Physical Activities:

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.

- Ability to stand, sit, walk, walk on unpaved terrain, talk, reach with arms and hands, have good manual dexterity, use hands and fingers to operate a computer and telephone keyboard, handle or feel, hear alarms/telephones/average speaking voice.
- Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.
- Moderate physical activity required by moving and positioning objects up to 50 pounds occasionally and/or up to 20 pounds frequently.

Education:

- Bachelor's Degree in Civil Engineering, Sanitary Engineering, Water Resource Engineering or closely related field is required.

Experience:

- Minimum of four (4) years of responsible engineer experience including design of water and wastewater systems is required.

- An equivalent combination of education and experience may be substituted on a year for year basis.

Working environment:

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

- Work is generally performed in an indoor professional office environment.
- Occasional outdoor work in extreme weather conditions (hot/cold); walking on uneven terrain; occasional exposure to insects.
- Travel to conferences, meetings and branch locations on a regular basis is necessary.

Passing a driving record (MVR) and criminal history background checks will be required prior to the start of employment.