



**District Engineer  
Full-Time/Exempt**

**Career Range: \$5,177.08-\$7,658.49 per pay period (DOQ)**

South Fort Collins Sanitation District

Revision Date: January 2023

Approved by District Manager: *EB*

Approved by Human Resources: *JD*

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**General Purpose:**

The District Engineer is responsible for assisting in the overall operation of South Fort Collins Sanitation District (SFCSD or District) by providing technical knowledge and assistance to staff and designing utilities to meet customer needs by performing professional engineering work in the planning, design, construction, operation and maintenance of the wastewater conveyance and treatment systems. Reports directly to the District Manager.

**Essential functions:**

- Establishes and maintains Master Plans; evaluates the District's ability to provide 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; evaluates economic feasibility of repairs and replacements.
- Ensures the District's design and construction standards comply with applicable state and federal health department regulations applicable to water and wastewater facilities.
- Performs Engineering/Operation reviews including designs for proposed development and capital construction within the District's service area as they relate to wastewater utilities including tracking, routing, and meeting deadlines.
- Ensures staff adheres to the District's personnel policy manual and safety standards.
- Directs department staff in limited design work for small construction projects as required.
- Manages the Wastewater Capital Improvement Program (CIP) 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's CIP.
- Interacts with District management staff to coordinate operations and staff functions.
- Manages computer models of the wastewater collection systems and wastewater system capacity requests.
- Meets and confers with developers, consultants, contractors, District employees and the general public regarding engineering and development requirements. Oversees the construction inspection process and staff.
- Administers inclusion petitions, reimbursement and oversizing agreements and facilitates other developer and annexation agreements as required with administrative staff support.
- Other duties as required and necessary to ensure the success of the organization.

**Supervisory duties:**

- Directly manages Geographic Information System (GIS), Computer Aided Drafting (CAD), Field Inspection, and Engineering staff, in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees, planning, assigning, and directing work including goal and direction setting, appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems.

**Economic responsibility:**

- Manages the District's funds in an accountable and business-like manner, ensuring that costs are consistently reviewed and contained, including ensuring all tools, equipment, clothing allowances, transportation reimbursements and travel costs are maintained and within District guidelines.
- Manages staff time, including on call, overtime, and compensatory time in an economically efficient manner.

**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 wastewater utility infrastructure.
- Ability to use computer software packages including project management, Excel, Word, Outlook, 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.
- Ability and maturity to perform assigned tasks unsupervised throughout an eight (8) hour day.
- Superior written and oral communication skills.

**Additional Requirements/Licenses/Certifications:**

- A Current Colorado Professional Engineer license or current registration in another US state with ability to obtain licensure through reciprocity within six (6) months of hire date.
- Must have reliable transportation.
- Must have a valid driver's license.

**Material 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.

**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/normal 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:**

- A minimum of eight (8) years of responsible engineer experience including design of water and wastewater systems is required.
- At least three (3) years of previous management or supervisory experience 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.*

I have read this Job Description, asked for clarification of any items that are unclear to me, and agree to fulfill my duties as outlined. I understand that this is not all-inclusive, and that I will be responsible for performing other duties as assigned. I understand that this does not constitute a contract of employment and that either the company or I may terminate my employment at will, with or without cause.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature