Civil Engineer III
Engineering Department

Full-Time/Exempt
Career Range: $4,001.64 - $5,570.82/pay period (DOQ)

Fort Collins-Loveland Water District is seeking a highly skilled and motivated Civil Engineer III to join our Capital Projects team. This role will report directly to the Capital Projects Supervisor and will manage the design and construction of various water transmission and distribution, pump station, and storage tank projects under an integrated project delivery model with early contractor engagement. Interested candidates can anticipate performing all fundamental job duties as listed on the attached job description while also focusing on the nuances described under Capital Projects. This position is not anticipated to have any Supervisory duties.

If interested in applying, please submit your resume to Human Resources (hr@fclwd.com). You will be notified if you have been selected for an interview.

General Purpose:
The Civil Engineer III performs supervisory and non-supervisory professional engineering work in all phases of project oversight, administration, planning, designing, budgeting, coordination, project control and closeout of assigned water distribution and pump station system projects which includes coordinating capital project activities with engineers and developers through the plan review and approval process. May report directly to the District Engineer or supervisory level Civil Engineer III (Capital Projects).

Essential functions:
- 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 systems, including water demand analysis and hydraulic model maintenance, administering water system pressure, and fire flow requests.
- Develops and updates design standards, construction details and review procedures.
- Applies engineering principles to provide input to design alternative development and selection.
- Engages with project team during large milestones and provides quality control to ensure project teams are aligned with District policy (coordination, permitting, property, and easement acquisition).
- Facilitates project progress meetings including the preparation and distribution of meeting minutes and supporting project documentation.
- Develops outreach and communication plans and protocols for all projects and District stakeholders including material and content distribution, Board and public presentations and memos, blog updates, and acts as District representative and coordinator at public events.
- Acts as District representative as needed during construction for observation, inspection, and field changes.
- Interacts with district staff to coordinate operations and staff functions.
- Reports to and assists District Engineer with various water, financial, operational, and technical activities as needed.
- Assist other department groups in completion of any/all projects as needed.
- Maintains a clean and safety-conscientious environment.
- Participates in emergency management efforts as part of the engineering department.

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

Capital Projects

- Assists with or develops and establishes various water 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's capital improvement plan (CIP).
- Develop and maintain project schedules to ensure timely completion of milestones and deliverables
- Track and monitor project expenditures, including review of consultant and contractor invoices and payment issuance, and ensures project remain within defined budgetary constraints.
- Assists District Engineer with CIP and long-range budgeting for rate studies and financial planning.
- Develops and reviews Master Service Agreements, task orders, contract documents, procurement documents (RFI, RFQ, RFPs), and facilitates and/or leads the consultant and contractor selection process.
- Organizes and maintains project records including meetings minutes, design documents, project submittals, daily logs, material test reports, progress reports, and other project related documents.
- Liaise with District Public Relations team for program projects.

Supervisory duties:

- Supervisory level Civil Engineer III (Capital Projects) will supervise technical staff as direct reports in accordance with the organization's policies and applicable laws. Responsibilities include assisting with interviewing, and training employees, planning, assigning, and directing work including goal and direction setting, appraising performance, rewarding, and disciplining employees, addressing complaints, and resolving problems.
- Non-supervisory level Civil Engineer III does not have supervisory duties.

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 systems.
- Knowledge and experience in budgeting, design, administration, and construction management of water 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.
- Knowledge of project management principles, finance, permitting, and project development including alternative project delivery models, with contractor involvement.
- Knowledge of construction contract management, including but not limited to contractual documents, RFIs, submittal processes, schedule of values, and change orders.
- Ability to apply advanced mathematical concepts.
- Ability to perform construction layout verification and calculation of construction materials.
- Ability to compile data and statistics and evaluate and write reports. Strong technical writing skills.
- Superior written and oral communication skills with ability to interact positively with a wide variety of people including co-worker, project teams, contractors, and the general public.

- Ability to independently solve complex problems, provide accurate and error-free work under pressure and meet reasonable deadlines.
- Ability to perform assigned tasks unsupervised throughout an eight (8) hour day.
- Display competent accountability of work vehicle, tools, and equipment related to the job.

Additional Requirements/Licenses/Certifications:

- A current Professional Engineer (PE) from the State of Colorado or ability 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 hand tools to assist in the inspection of water 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 fifteen (15) years of progressively responsible engineering experience including at least five (5) years of project management for the design of water 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.