



Civil Engineer II/III Engineering Department

Full-Time/Exempt
Career Range: \$3,709.52 - \$5,737.94/pay period (DOQ)

Fort Collins-Loveland Water District is seeking a highly skilled and motivated Civil Engineer II or III to join our Development Review team. This role will report directly to the District Engineer and will manage the review of proposed development and capital construction within the District's service area as they relate to water utilities including tracking, routing, and meeting deadlines for the development review process. Interested candidates can anticipate performing all fundamental job duties as listed on the attached job description while also focusing on the nuances described under Development Review. This position is anticipated to hold 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 II/III performs supervisory and non-supervisory professional engineering work related to the master planning, design, construction and maintenance of water distribution systems. May report directly to the District Engineer or supervisory level Civil Engineer III (Development Review or Capital Projects).

Essential functions:

- Provide all phases of project oversight, administration, planning, designing, budgeting, coordination, project control and closeout of assigned water distribution and pump station system projects.
- Coordinates development review and/or capital project activities with engineers through established internal and external plan review and approval processes.
- 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 teams 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.

- Supports and monitors 10-year, 5-year, and current year capital and Operations and Maintenance (O&M) budgets for the Engineering Department.
- 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.
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Development Review

- Performs Engineering/Operations reviews including designs for proposed development and capital construction within the District's service area as they relate to water 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 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.
- 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.

Supervisory duties:

- Supervisory level Civil Engineer II or III (Development Review or 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.

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:

- Civil Engineer II:
 - Minimum of eight (8) years of progressively responsible engineering experience including at least two (2) years of project management for the design of water systems is required.
- Civil Engineer III:
 - 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 pre-employment screening will be required prior to the start of employment.

What we offer:

- A listing of benefits and respective job descriptions can be found at:
<https://fclwd.com/support/careers/>
- Civil Engineer II: \$3,709.52-\$5,164.15/pay period (DOQ)
- Civil Engineer III: \$4,121.69-\$5,737.94/pay period (DOQ)

NOTICE: The position functions/KSAs/requirements described above are a generalization across the varying levels of Civil Engineers II and III. Placement upon hire will depend on level of relevant experience and education.