



Development Review (Civil Engineer I/II) Engineering Department

Full-Time/Exempt

Career Range: \$3,338.57 - \$5,164.15/pay period (DOQ)

The Fort Collins-Loveland Water District is hiring a Civil Engineer to join our Development Review team to review and approve water distribution system designs for new developments. This role is critical in ensuring that all proposed water infrastructure meets engineering best practices and District requirements. This position will coordinate with developers, consulting engineers, and jurisdictional agencies while preparing technical review comments, approval documentation, and maintaining project tracking systems through the development approval process.

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 (Development Review) performs professional engineering work in the planning and design of the water conveyance and systems which includes coordinating development review activities with engineers and developers through the plan review and approval process. Reports directly to the Civil Engineer III – Development Review Supervisor.

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 utilities including completing and supervising the tracking, routing, and meeting deadlines for the development review process. Manages the Inclusion, Exclusion, Easement, Development Agreement, Oversizing and Reimbursement Agreement processes for the District.
- 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.
- Develops and updates design standards, construction details and review procedures.
- Supports or serves as Project Manager/Sponsor for the 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 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, including water demand analysis and hydraulic model maintenance, administering water system pressure, fire flow requests.
- Interacts with district staff to coordinate operations and staff functions.
- Assists with economic development-related projects and emergency management.
- 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:

- This position may 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 I:
 - Minimum of four (4) years of responsible engineer experience including design of water systems is required.
- Civil Engineer II:
 - Minimum of eight (8) years of progressively responsible engineering experience preferred with at least two (2) years of project management for the design of water systems 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.

What we offer:

- A listing of benefits and respective job descriptions can be found at: <https://fclwd.com/who-we-are/careers/>
- Civil Engineer I: \$3,338.57-\$4,647.73/pay period (DOQ)
- Civil Engineer II: \$3,709.52-\$5,164.15/pay period (DOQ)

NOTICE: This job description is not an all-inclusive list with other duties as assigned and does not constitute a contract of employment.