

**SILVER LAKE WATER AND SEWER DISTRICT  
POSITION DESCRIPTION**

<b>Position Title:</b>	<b>District Engineer</b>	<b>Department:</b>	<b>Engineering</b>
<b>Report To:</b>	<b>General Manager</b>	<b>Supervises:</b>	<b>As Assigned</b>

**1.0 MAJOR FUNCTION AND PURPOSE**

This position provides professional in-house engineering, development review and project management; including, but not limited to project design, plan review, and administrative functions on both District and developer initiated projects. This position works directly with other District staff and consultants to develop and prepare for adoption of the District's Comprehensive Water and Sewer Plans, Engineering Studies, and Developer Standards. The position reviews, negotiates, and recommends developer extension for Board of Commissioners approval. Provides District customers with information pertaining to water and sewer availability and developer standards. Coordinates with neighboring agencies for permits, franchise agreements, and service agreements.

**2.0 SUPERVISION RECEIVED**

This position serves under the direction of the General Manager.

**3.0 SUPERVISION EXERCISED**

Coordinates with District Consultants and with Operation and Maintenance Staff as required, and provides direct supervision when assigned or in a designated role under District Emergency Response Plan.

**4.0 MAJOR JOB RESPONSIBILITIES**

Works directly with the General Manager, District staff, and professional consultants to prepare and/or review reports to the Board of Commissioners regarding engineering, Capital Projects, Developer Extension Agreements, Developer Standards, and other related matters.

Provides technical and professional engineering services to District staff related to developer extensions, engineering studies, capital projects, new water and sewer connections, District Standards, infrastructure maintenance and operations, and other related matters.

Provides project management for assigned District capital projects; including planning, permitting, budgeting, voucher approval, prevailing wage compliance, Public Works Trust Fund reporting, project close out, grant management, construction file maintenance, and final acceptance by the Board of Commissioners.

Represents the District and works directly with the General Manager, developers, consulting engineers or other consultants, and District staff on all Developer Extension Agreements; including, but not limited to, plan review, plan approval, construction inspection, valuation and acceptance of Bills of Sale and legal document filing.

Prepares or reviews professional engineering consultant prepared construction plans, cost estimates, bid documents, contractor bids, or other engineering work product. Works directly with contractors, consultants, District staff or others, to resolve design issues.

Provides water and sewer availability and connection requirements to customers and coordinates new permit applications and fees with other District staff. Manages obtaining any and all required City of Mill Creek, Snohomish County, State and Federal permits, or other requirements needed for District capital projects, new connections, and developer improvements.

Works directly with engineering consultants to develop, prepare for adoption, and implement the District Water and Sewer Comprehensive Plan and Developer Standards. Reviews and drafts updates for new requirements to the District's adopted Water and Sewer Comprehensive Plans and Developer Standards and recommends new updates to the General Manager and Board of Commissioners.

Works directly with the General Manager, Operation and Maintenance Manager on water and sewer operations; including, but not limited to, water reservoir operations, telemetry needs, water pressure zones, sewerage infrastructure, lift station operations, system maintenance needs, and other operational and field activities.

Represents the District at Regional Emergency Management Planning Meetings and provides updates as needed to the Board of Commissioners, General Manager, and District staff.

Reviews land use and development standard changes adopted by the City of Mill Creek or Snohomish County, and coordinates any required changes in District planning documents or operations with the General Manger, Board of Commissioners, Consulting Engineers, and other District staff.

Works with representatives of the City of Everett, Alderwood Water & Wastewater District, Cross Valley Water District, consultants, and District staff on interagency water and sewer planning, inter-ties, and shared infrastructure needs and operations.

## **5.0 MINIMUM QUALIFICATIONS**

Bachelors Degree in Engineering from an accredited college or university. Current Professional Engineer (PE) License issued by the State of Washington. Washington State Water System Operator Certification or the ability to obtain within 1 year.

Eight years water and sewer professional engineering experience with demonstrated knowledge of mathematics, physical and engineering sciences, project management, and the principles and methods of engineering analysis and design.

Three years of engineering experience in a lead or supervisory capacity.

Valid Washington State Driver's License.

## **6.0 KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of mathematics, physical and engineering sciences, project management, and the principles and methods of engineering analysis and design.

Ability to communicate verbally and in written and electronic form.

Ability to examine new, existing, and future systems and designs, achieve coordination and implementation of projects with staff and contractors, and in the development of designs to meet user requirements.

Ability to operate a personal computer with proficient use of word processing, spreadsheet, email, scheduling, database, and other general office software applications.

Ability to operate Computer Aided Drafting (CAD) and Geographic Information System (GIS) Software Applications and other engineering software applications.

Ability to work with a diverse group of people.

Ability to understand, read, and speak English.

Adhere to District Policies and procedures.

## **WORK ENVIRONMENT**

**Environment:** Standard office setting; frequent interaction with District staff and the general public; exposure to moderate noise levels.

**Physical:** Incumbents require sufficient mobility to work in an office setting; walk, stand or sit for prolonged periods of time; operate office equipment including use of a computer keyboard; to stoop, kneel, or crouch; light lifting and carrying; ability to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

**Hearing:** Hear in the normal audio range with or without correction.

**Tobacco Free:** The Silver Lake Water and Sewer District is a tobacco-free environment within District-owned facilities and vehicles. The District's policy is to hire only individuals that do not use tobacco in any form.