

## **FOX RIVER WATER RECLAMATION DISTRICT PROJECT ENGINEER**

**Job Title:** Project Engineer  
**Department:** Administration  
**Reports To:** Technical Services Director  
**FLSA Status:** Non-Exempt  
**Pay Grade:** 5  
**Prepared By:** Beth Vogt/Fran Venegas  
**Prepared Date:** 04/04/2019  
**Approved By:** Bob Trueblood  
**Approved Date:**  
**Board Approved:**

### **SUMMARY**

This position is responsible for assisting the Senior Project Engineer and Technical Services Director with design and construction project management as well as CMOM program projects, working with permitting, coordinating with the Pretreatment Coordinator, and assisting with special projects within the Technical Services group.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Duties may be assigned by the Senior Project Engineer or Technical Services Director in the following areas:

#### Design and construction project management for projects assigned:

- Assists in planning and budgeting for District construction projects.
- Drafts permit applications for District construction projects including required research.
- Coordinates permit review process with town, county and state agencies, contractors and District's personnel for District projects.
- Reviews plans and specifications on engineering projects with consultants.
- Attends meetings with engineering consultants and contractors.
- Conducts field verifications for projects.
- Performs field resident services for the District on projects with assistance from Engineering Consultants as necessary.
- Develops plans and specifications in conjunction with the Senior Project Engineer and Technical Services Director on projects performed without engineering consultants. Supports bidding and construction on these projects.
- Performs field survey work as needed for information gathering and verification.
- Performs GPS location of existing and new facilities and underground utilities.

#### Other Duties:

- Helps develop improved access to information for developers and businesses.
- Assists with revisions to ordinances related to engineering standards.

Project Engineer

- Assists consultants and Senior Project Engineer with field inspections on various construction projects throughout the District.
- Develops projects associated with compliance with the three CMOM plans. Assists in preparing reports, including annual summary, associated with the three CMOM plans.
- Participates in populating and editing the GIS system for use by others in the District.

Assist Senior Project Engineer on special projects including but not limited to:

- Internal studies for equipment replacements
- Planning level studies for future regulatory or capacity compliance
- Assist in assessment of technology needs for the District
- Performs other duties as needed and/or assigned

**SUPERVISORY RESPONSIBILITIES**

None.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

Bachelor of Science degree in Civil or Environmental Engineering. Engineer-in-Training Certification on a track towards Professional Engineer registration preferred. One to three years previous experience in engineering design or construction management preferred, but not required.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret scientific and technical journals, financial reports, and legal documents. Ability to respond to inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to management for decision-making.

**MATHEMATICAL SKILLS**

Ability to perform college level advanced mathematical and statistical calculations when required. Good understanding of spatial relationships and trigonometry.

**REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to read and interpret drawings and specifications including plans, sections, and details.

**OTHER SKILLS AND ABILITIES**

Project Engineer

Knowledge of Windows and Microsoft Word, Excel, Outlook, AutoCad, ArcGIS. Prior computer knowledge and use necessary.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess a valid Illinois Driver's License and be insurable under District's standards. Must obtain CPR/First Aid Certification within the first six (6) months of employment. Professional Engineering license or ability to obtain ~~within one year of date of hire, preferably~~ in Illinois, in Civil or Environmental Engineering.

**PHYSICAL DEMANDS**

Sitting, standing, and working on computers for extended periods. Ability to walk in and around facilities, construction sites, and equipment. Field inspection work requiring stooping, bending and kneeling. Ability to work in confined spaces.

**WORK ENVIRONMENT**

The employee is occasionally exposed to adverse weather conditions that may include extreme cold or heat. Exposure to noise, fumes and odors is a regular occurrence. Inside office to outside exposures are experienced.