

# Staff Engineer

Dept/Div: Public Utilities/N/A

FLSA Status: *Exempt*

## General Definition of Work

Supports County Engineering Department with general oversight of water and wastewater department construction projects, planning and technical design work, maintenance and repair projects and related work as apparent or assigned. Supports County Engineering Department with oversight of county construction projects and erosion and sediment control. Work is performed under the supervision of the County Engineer.

## Qualification Requirements

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

## Essential Functions

Assists with planning, directing, administering and supervising the installation, maintenance and repair of water and sewer lines and pumping facilities, water and wastewater treatment and related public utilities operations.

Assists with directing, administering and supervising county construction projects as assigned.

Ensures compliance with Federal, State and local environmental laws; ensures compliance with permit requirements.

Obtain comprehensive knowledge of County Ordinances which apply directly to water and wastewater operations and erosion and sediment control. Make informed decisions and judgements as they relate to enforcement of the Ordinances.

Receives and responds to inquiries and complaints from citizens.

Assists County Engineer with overseeing the construction of water and sewer facilities, building projects, and site development; assists Director of Public Utilities with reviewing plans and specifications for utilities projects, inspects work for compliance.

Ensures departmental activities are conducted safely and within regulatory requirements.

Prepares and reviews a wide variety of reports; maintains files and records.

Prepares cost estimates and minor design plans.

Reviews proposed development plans with developers, architects, engineers and others.

Plans and coordinates preventive maintenance with Director of Public Utilities and Water and Wastewater Department staff.

Troubleshoots operational issues.

Reviews and approves invoices for payment; prepares and approves purchase requisitions.

Attends meetings as required.

Performs other duties as assigned

## Knowledge, Skills and Abilities

Comprehensive knowledge of the principles and practices of civil and sanitary engineering; comprehensive knowledge of municipal public utilities administration, planning and design; thorough knowledge of the installation and maintenance of water/sewer lines and water and wastewater treatment plants; thorough knowledge of the machines, tools, equipment and materials used in operation, maintenance and repair of water, sewer and wastewater systems; ability to review and analyze plans and specifications for the construction of public utilities facilities; ability to formulate comprehensive operational policies and procedures; ability to prepare technical reports; ability to communicate effectively, both orally and in writing; ability to supervise the work of a large staff; ability to establish and maintain effective working relationships with elected officials, associates, contractors, vendors, regulatory agencies, engineers, developers and the general public.

## Education and Experience

Graduation from a Four (4) Year college or university with a Bachelor of Science (B.S.) degree in Civil Engineering, Engineering Technology, Construction Engineering and Management, Environmental Engineering, or closely related field.

## **Staff Engineer**

Experience relating to the design, operation, repair and maintenance of water and wastewater collections systems or treatment systems preferred.

### **Physical Requirements**

This work requires the occasional exertion of up to 10 pounds of force; work frequently standing, walking, sitting and speaking or hearing and occasionally requires using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock and wearing a self-contained breathing apparatus; work is generally in a moderately noisy location (e.g. business office, light traffic).

### **Special Requirements**

Valid driver's license in the Commonwealth of Virginia.

Last Revised: 02/13/23