

# Project Engineer

## Position

Reporting to the Water Director, this position is responsible for performing professional engineering work for the design and construction phase services for water and wastewater projects.

**Salary:** \$70,000.00 to \$84,000.00/Annually DOQ

**Posting:** Until Filled

Submit resume to Bartow County HR via email to [cogginsm@bartowga.org](mailto:cogginsm@bartowga.org) or via mail to Bartow County Human Resources, 135 West Cherokee Avenue, St. 256, Cartersville, Ga. 30120

## MAJOR DUTIES

- Reviews plans and drawings for county approval
- Attends weekly plan review meetings
- Assists managers and engineers with planning, design and construction of capital improvement projects and other water system initiatives
- Collects and compiles details from engineering, transportation, utilities, and maintenance divisions for both current and future projects
- Researches and analyzes projects for feasibility, priority, and timing; maintains comprehensive documentation regarding research and design activities
- Provides input for project schedules, reviews reports and designs from consultants
- Provides technical guidance and expertise to contractors and other professionals involved in assignment areas
- Participates in evaluating bids and proposals
- Confers with senior management to keep them informed on key issues and progress of projects
- Develops and recommends operating budgets for the assigned programs and projects
- Monitors adherence to ensure compliance with county regulations and approved plans
- Monitors adherence to ensure compliance with approved and established budget
- Performs related duties.

## KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of local, state and federal codes, acts and policies governing water and wastewater operations.
- Knowledge of civil engineering principles as related to water treatment, water distribution, wastewater treatment, and sewer collection systems.
- Knowledge of water and sewer system infrastructure construction, maintenance and repair principles
- Knowledge of construction project management principles.
- Knowledge of computers and job related software programs
- Knowledge of GIS principles
- Knowledge of departmental and safety policies and procedures.
- Skill in the preparation of concise technical reports
- Skill in problem solving, prioritizing and planning
- Skill in the management of capital projects.
- Skill in the use of office equipment such as a computer, calculator, copier, and facsimile machine.
- Skill in oral and written communication
- Skill in interpersonal relations.

## **SUPERVISORY CONTROLS**

The Director or Engineering Division Manager assigns work in terms of division goals and objectives. The supervisor reviews work through conferences, reports, and observation of division activities.

## **GUIDELINES**

Guidelines include the Safe Drinking Water Act, the Clean Water Act, other state and federal water and sewer regulations, accepted trade practices, water and sewer specifications, Highway Department standards, and local ordinances, policies and procedures. These guidelines require judgment, selection, and interpretation in application.

## **COMPLEXITY/SCOPE OF WORK**

- The work consists of varied management, administrative and engineering duties. Strict regulations contribute to the complexity of the work.
- The purpose of this position is to review, design and manage construction and maintenance projects of the Water Department. Successful performance helps ensure the effective and efficient operation of the department and ensures compliance with all relevant regulations.

## **CONTACTS**

- Contacts are typically with co-workers, vendors, contractors, other county employees, elected and appointed officials, engineers, real estate developers, business representatives, representatives of state and federal agencies, and the general public.
- Contacts are typically to exchange information, negotiate matters, resolve problems, and provide services.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table or while standing or walking. The employee occasionally lifts heavy objects, climbs ladders, and utilizes the sense of smell.
- The work is typically performed in an office and outdoors. The employee is exposed to machinery with moving parts, contagious or infectious diseases, irritating chemicals, and occasional cold or inclement weather. The work requires the use of protective devices such as masks, goggles, gloves, etc.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None

## **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Certification as a Professional Engineer or Engineer in Training.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require one to three years of related experience.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.