

KEARNS IMPROVEMENT DISTRICT
Job Description

Job Title:	Assistant District Engineer, Professional Engineer (P.E.)
Department:	Engineering
Division:	Public Works
Reports to:	Public Works Director
Pay Range:	\$100k-120k
FLSA Status:	Non-exempt
Qualifications:	Bachelor's Degree in Civil Engineering, and Utah Professional Engineer (P.E.) with 10 or more years of experience in design, review, and inspection of Water and Sewer Infrastructure Projects. Proficiency in AutoCAD, Civil 3D, GIS and other relevant engineering software. Strong project management skills and excellent communication and interpersonal skills.
Effective Date:	January 2024

GENERAL PURPOSE

To serve as the Assistant District Engineer managing new and existing District infrastructure, private commercial and residential development, and District maintenance and replacement projects. Will require interaction with District and community leaders, regulators, developers, contractors, District staff, and customers.

ESSENTIAL DUTIES/RESPONSIBILITIES

- Assistant to the District Engineer. Will coordinate all activities and responsibilities with the Public Works Director.
- Will be responsible for water and sewer system modeling and analysis utilizing modeling software which will require occasional field verification.
- Will be responsible for the continual development of the asset management of water and sewer infrastructure using GIS data and information systems.
- Assists in the coordination of the operation and maintenance of District pump stations, wells and in coordinating with District staff water quality sampling and reporting procedures including backflow compliance and reporting.
- Will assist in the project management, coordination, and inspection of public and private facilities which will include sewer collection and outfall facilities; water tanks, pump stations, pressure reducing stations, and distribution infrastructure.
- Coordinating and working with private and commercial residential development including plan and specification review for compliance with District standards and regulations, easement and right-of-way development, bonding, inspection, conflict resolution, project finalization and close-out.
- Coordinating public works construction including consultant contract management and coordination, design review, contractor qualification, bidding, project award and commencement, construction management, inspection and project monitoring, utility and municipal coordination, progress meetings, conflict resolution, and project finalization.
- Coordinating District project replacement & maintenance projects Preparing detailed dimensional drawings using AutoCAD, Civil 3D software design, engineer estimates, staff coordination and construction implementation, inspection, community interaction, and project finalization.
- Maintains District project files and subdivision drawings and updates them as needed.
- Assists in GPS field work by collecting information and entering data into District's Global Positioning System software (GPS) system.
- Responsible for care and use of District vehicle, various tools, and equipment assigned by the District.

- Performs all work within District policies, procedures, rules and regulations.

ADDITIONAL RESPONSIBILITIES

- Participate in meetings and training as needed.
- Performs other related duties as required.
- Converses with contractors and utilities to correct problems with installations particularly where conflicts exist.
- Interacts with customers to communicate any potential or actual interruptions of service to their homes and/or business.
- Must possess a valid driver's license with a good driving record.

PHYSICAL/SENSORY DEMANDS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is generally performed as a combination of office and field work. While performing the duties of this job, the employee is frequently exposed to outdoor weather conditions, works near moving mechanical parts, works in hazardous traffic conditions, works in and around open excavation trenches. Occasional exposure to fumes or airborne particles, wet, humid conditions. Moderate to loud noise when working in the field. Intermittent exposure to stress as a result of human behavior. Required to feel attributes of objects, sit for long periods of time, talk, hear, grasp, push, stand, walk, drive, reach with hands/arms, stoop, kneel, and use repetitive wrist, hand and/or finger movement. Must be able to lift up to 30 lbs. Specific vision abilities include: clarity of vision at 20 feet or more and 20 inches or less; three-dimensional vision or the ability to judge distance and space relationships; ability to identify and distinguish colors, adjust the eye to bring an object into focus and to see up and down or to the right or left while fixed on a point.

Equal Opportunity Employer M/F/D/V