

Salary Range: \$75,920 - \$107,182
 Hiring Range: \$75,920 - \$89,252

NEW Water
Job Description



SECTION 1		DEMOGRAPHIC INFORMATION	
Job Title	Staff Engineer	Division	Technical Services
Department	Engineering	Reports To (Job Title)	Director of Technical Services
Full-Time / Part-Time	Full-Time	Part-Time (Hrs per Wk)	
Pay Grade	12	Exempt/Non-exempt	Exempt
Adoption Date (original job description date)	April 21, 2008	Last Revision Date	June 6, 2019
Approved By (generally same as "Reports To")	Director of Technical Services	Human Resources Approval Date	October 3, 2019
Director Approved By (Job Title)	Director of Technical Services		

SECTION 2	JOB SUMMARY
<p>In support of the NEW Water culture of Safety, Respect, Team, and Environment, the Staff Engineer performs professional engineering work in planning, design, construction administration, and inspection on assigned projects for NEW Water's wastewater treatment facilities and subsidiary facilities. May assume overall design responsibility for any phase of engineering work on assigned projects. Work includes managing NEW Water's consulting engineers, construction activities, and funding through project management activities.</p>	

SECTION 3.....		DESCRIPTION OF ESSENTIAL RESPONSIBILITIES & DUTIES
Frequency: Daily, Weekly, Biweekly, Monthly, Quarterly, Annually, or As Needed		
Description of Duties		Frequency
Key Area: Capital project management		65 % of job
Project management of assigned capital projects through all phases of project including funding, bidding, contracting, construction, and start-up for major capital projects valued up to \$15M.		Daily
Manages consulting engineers engaged in capital projects including contracting for services		Daily
Participates with construction field crews to develop alternatives to original plans		Weekly
Leads, coordinates and communicates with project teams comprised of internal stakeholders		Weekly
Coordination of projects with maintenance and operations of existing facilities		Weekly
Responsible for project accounting and close-out activities		Biweekly
Works with WDNR and other agencies to obtain project funding, project approvals, and project closeout.		Monthly
Key Area: Engineering support		25 % of job
Provides professional and technical advice to internal stakeholders concerning engineering problems		Weekly
Assists with start-up and operation of treatment systems		As needed
Develops technical understanding of existing and future treatment processes, interceptor system, and regulations through professional development and studying of system performance		Weekly
Manages interceptor system capacity and customer agreements		Weekly
Key Area: Special projects		10 % of job
Conducts special engineering projects related to infrastructure and operations as assigned		As needed
Assumes design responsibility for engineering projects within the area of expertise		As needed
Researches new equipment, processes, and regulations for potential cost savings and operational benefits		As needed
Assists with the development of the engineering department budget and capital improvement plan		As needed
Other:		
Perform other job related duties as assigned.		

NEW Water
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Promote and enhance environmental, health, and safety compliance within the work environment and actively engage in improvement efforts.	
Follow organizational policies and procedures.	

SECTION 4 EDUCATION REQUIRED	
Minimum Level of Education	Field(s) of Study
Bachelor's Degree (or equivalent)	Civil, Chemical, Mechanical, Environmental Engineering, or similar engineering discipline
Additional Information Regarding the Required Education:	College coursework in hydrology and sewer design is desired. An equivalent combination of education, training, and relevant experience will also be considered.

SECTION 5 EXPERIENCE REQUIRED	
Years of Experience	4 years
Other Specific Experience Required or Preferred	A minimum of four years of experience with progressively responsible public or private engineering assignments.

SECTION 6 CERTIFICATION / LICENSURE / TRAINING TO PERFORM JOB		
Required Certification/Licensure	Required Upon Hire?	If no, timeframe to obtain?
Current and valid motor vehicle operator's license	Yes	
Professional Engineer's License issued by the State of Wisconsin Board of Professional Licensure	No	1 year
Preferred Certification/Licensure		

SECTION 7 ADDITIONAL KNOWLEDGE, SKILLS, AND ABILITIES
<p>Knowledge of the principles and practices of civil/environmental engineering as applied to the preparation of studies, plans, designs, cost estimates, and specifications for wastewater treatment facilities; comprehensive knowledge of investigation, design, and construction of public works projects and safety standards.</p> <p>Knowledge of regulatory programs and their effect on funding, design, and plant operations such as WPDES Permit, EPA 503, EPA Title V, OSHA, and Wisconsin Administrative Code.</p> <p>Ability to communicate effectively, both orally and in writing; ability to establish and maintain working relationships with NEW Water customers, consultants, contractors, staff, and general public. Considerable skills in analytical problem solving, effective decision making, and work prioritization abilities. Ability to organize, supervise, and evaluate the work of consultants, contractors, and staff.</p>

SECTION 8 SOFTWARE / TECHNOLOGY UTILIZED
Microsoft Outlook, Word, Excel, SharePoint, Access, Project AutoCAD GIS Mike URBAN (hydraulic modeling software)

SECTION 9	EQUIPMENT / MACHINERY UTILIZED
Computer equipment	

SECTION 10	JUDGMENTS / DECISION-MAKING: IMPACT
Description of Duties	Check One
Job Centered / Work Unit: Decisions are typically isolated to an individual's job or work unit.	<input type="checkbox"/>
Department-Wide: Decisions may impact across work units, and involve a significant function of the department. Supervision or management is typically—but not always—a component of the job.	<input checked="" type="checkbox"/>
Multiple Departments: Decisions are made on behalf of and impact across multiple departments; or across several sections of a significantly large department.	<input type="checkbox"/>
Entire Organization: Decisions are made on behalf of and affect the entire organization including, but not limited to: employees, customers, vendors, governing body, etc.	<input type="checkbox"/>

SECTION 11	JUDGMENTS / DECISION-MAKING EXAMPLES	
Frequency: Daily, Weekly, Biweekly, Monthly, Quarterly, Annually, or As Needed		
Example of Decision / Judgment	Job Title of Who Reviews (If Anyone)	Frequency
Interpretation of existing and new regulations regarding capital projects and how they affect District projects	Project Manager, Director of Technical Services	Quarterly
How to facilitate progress of complex projects using multi-disciplined technical teams with internal and external expertise	Project Manager, Director of Technical Services	Weekly
How to maintain schedules and budgets of multiple projects	Project Manager, Director of Technical Services	Daily
Interpretation of construction contract documents with respect to construction progress and enforcement of contract provisions related to work quality	Project Manager, Director of Technical Services	Weekly
Observation and interpretation of plant operating conditions with regard to plant engineering projects	Treatment manager, Project Manager, Director of Operations, Director of Technical Services	Monthly
Interpretation of sewer service agreements, studies, facility plans with regards to sanitary sewer extensions, interceptor capacity issues, and customer capacity costs.	Field Services Manager, Project Manager, Director of Technical Services	Monthly
Selection of consulting engineering firms to provide consulting services related to capital and other projects.	Project Manager, Director of Technical Services	Quarterly

SECTION 12.....	PROBLEM SOLVING
Example of Problem	Resources Used
Determine near and long-term service areas for interceptor segment as it relates to interceptor capacity issue.	Field Services, Project Manager, Director of Technical Services, Consultants, Customers
Resolve workload conflicts on specific projects, while multitasking and prioritizing work as necessary.	Project Manager, Director of Technical Services
Troubleshoot and plan for the correction of equipment issues for recently installed equipment.	Treatment & Maintenance Staff, Project Manager, Director of Technical Services, Consultants, Equipment Vendors, Contract Documents
Determine if project change order is appropriate for corrective work.	Project Manager, Director of Technical Services, Consultants, Contractors, Contract Documents
Optimization of wastewater treatment unit process or building mechanical system.	Treatment & Maintenance Staff, Data Resources

SECTION 13WORKING RELATIONSHIPS / INTERACTIONS / CONTACTS		
Frequency: Daily, Weekly, Biweekly, Monthly, Quarterly, Annually, or As Needed		
Title/Description of Contact	Purpose of Contact	Frequency
Commission	Regular project updates, recommending and securing approvals for project related funding and contracts	Monthly
Executive Director / Executive Team	Project updates, recommending and securing approvals for project related funding and contracts	Monthly
Director of Technical Services	Direct report, project/technical issue coordination	Daily
Project Manager	Coordinate project needs, technical resources	Weekly
Engineering Technician	Coordinate project needs, technical resources	Daily
Treatment and Maintenance Personnel	Plant engineering, construction sequencing, planning and design review	Weekly
Field Services	Sewer service area issues, interceptor planning and design review	Monthly
All GBMSD employees	Accomplish administrative requirements of capital projects, including budgeting, payments, work coordination	Weekly
Consultants	Resolving project issues, coordinate project activities, facilitate information transfer, expedite decision making	Daily
Contractors	Resolving project issues, inspect construction work, process contract documentation, process payments	Weekly
Legal counsel	Obtaining legal opinions regarding construction law, regulations, contracts	Monthly
District customers	Regarding project updates and sewer service needs	As needed
General Public	To provide information on District projects, easements, annexation requests and sanitary sewer service inquiries.	As needed
Brown County Planning, DNR, Wisconsin Department of Transportation, United States Corp of Engineers and local communities.	Understand and comply with regulations governing projects, resolve agency review concerns, and foster positive relationships. Obtain necessary permits and funding for projects.	As needed

SECTION 14SUPERVISION / MANAGEMENT AUTHORITY			
Action	Yes	No	Provides Input
Screen / Interview Applicants	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hire / Promote Employees	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Provide Written / Verbal Warnings	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Suspend Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Terminate Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Prepare Work Schedules	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Project Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide Work Direction	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Evaluate Performance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Coach Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Train Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Approve Overtime	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Approve Time Off	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Develop / Implement Policies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Evaluate and Approve Exceptions to Policies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Classification / Compensation Changes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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Employees <u>Directly</u> Supervised	
# Employees	Job Title
0	n/a
Employees <u>Indirectly</u> Supervised	
# Employees	Job Title
0	n/a

SECTION 15.....WORK ENVIRONMENT / WORKING CONDITIONS / PHYSICAL REQUIREMENTS
 Refer to ErgoFactor Job Analysis for this position for details. <S:\Safety\Blankenheim Project\Technical Services\Staff Engineer.pdf>

SECTION 16ADDITIONAL COMMENTS

THIS JOB DESCRIPTION IS INTENDED TO IDENTIFY ESSENTIAL DUTIES AND ALSO ILLUSTRATES OTHER TYPES OF DUTIES THAT MAY BE ASSIGNED TO ITS INCUMBENTS. IT SHOULD NOT BE INTERPRETED AS DESCRIBING ALL OF THE DUTIES THAT WILL BE REQUIRED OF EMPLOYEES OR BE USED TO LIMIT THE NATURE AND EXTENT OF ASSIGNMENTS THAT AN INDIVIDUAL IS REQUIRED TO PERFORM.

JOB DESCRIPTIONS ARE SUBJECT TO REVISION AT ANY TIME AT THE DISCRETION OF MANAGEMENT.