

**Job Title:** Staff Engineer I  
**Department:** Public Works  
**Reports To:** Assistant City Engineer  
**Open Date:** July 12, 2017  
**Close Date:** Open Until Filled  
**Hiring Range:** \$50,461.22 - \$62,782.41 annually, DOE  
**Salary Range:** \$50,461.22 - \$75,103.60 annually, DOE

**Job Summary:**

The Staff Engineer I performs technical work in the planning, design, construction, operation, and repair of the City's water, wastewater, and recycled water facilities. This work requires solving engineering problems and working as part of an engineering team. Work assignments, delegated by the Assistant City Engineer and/or City Engineer, are usually broad in scope and involve the use of good judgment and accuracy in making technical decisions.

**Essential Duties & Responsibilities:**

Perform municipal engineering work under the general direction of the Assistant City Engineer and/or City Engineer;

Perform design review of public works projects;

Perform planning, and design functions in conjunction with construction of sanitary sewer, water main, recycled water main, and wastewater treatment works projects;

Assist the Assistant City Engineer and/or City Engineer in the selection and supervision of consultants retained for capital projects;

Provide technical support, guidance and assistance to the Water and Wastewater Superintendents in the construction, operation, and repair of facilities;

Perform technical work in support of short and long term planning for the Engineering, Water and Wastewater Divisions;

Assist in preparation of Water and Wastewater Division capital programs and budgets;

Provide technical guidance to engineering staff;

Administer the work of consultants to ensure timely completion of their contractual obligations;

Administer construction project contracts to ensure timely completion, cost control and conformance with plans and specifications;

Prepare project construction specifications, computations and cost estimates;

Perform computer modeling of water, sewer, and recycled water systems;

Assist in the development of internal workflow process and standard operating procedures.

**Other Duties & Responsibilities:**

Perform other engineering related work as required by the Assistant City Engineer/City Engineer to accomplish goals of the department;

Coordinate and effectively work with other local, state and federal agencies;

Effectively work with developers, their engineering and architectural consultants, planners, contractors and builders;

Provide contact with the public, attend evening meetings and be "on call" for emergencies.

## **Job Specifications:**

Bachelors of Science degree in civil engineering and a passing score on the Fundamentals of Engineering (FE) Examination;

Proficiency with the Microsoft Suite of programs including Microsoft Project;

Knowledge of applicable local, state and federal rules for public drinking water/wastewater systems.

Idaho Standards for Public Works Construction (ISPWC) knowledge preferred.

Knowledge of practices and materials used in the construction of Public Works projects preferred;

Good technical writing skills.

## **Knowledge, Skills & Abilities:**

Principles and practices of civil engineering as it relates to public works including water, wastewater, sewer, and recycled water line design, and construction;

Planning, design, and construction of water, sewer, recycled water, and wastewater treatment infrastructure;

State and EPA water quality and environmental regulations;

Recent developments in water, wastewater, recycled water, and wastewater treatment technologies and construction;

City Ordinances and Human Resources Policies;

Construction management practices;

Contract administration and project management;

Legal descriptions of land parcels;

Ability to foster a team environment and be open to input from others;

Exhibit and promote strong customer service skills;

Communicate clearly and concisely both orally and in writing;

Facilitate communication and discussion between stakeholders to define problems and develop solutions;

Adapt approved engineering methods and standards to the design and construction of a variety of public works projects, and assist in solving engineering problems;

Knowledge of computer aided drafting and GIS software;

Ability to establish and maintain effective working relationships;

Ability to interpret maps, charts, and engineering drawings in order to capture relevant data;

Knowledge of and ability to perform field inspections of City and other-agency improvements (i.e. water/sewer, private storm water facilities, street lighting, pressurized irrigation, gravity irrigation, roadway standards, etc).

## **Work Environment & Physical Demands:**

Work is performed primarily in an office environment with moderate noise levels. But while performing certain duties, the employee may work near moving mechanical parts in both inside and outside weather conditions;

There is potential for exposure to biological hazards while performing the duties of this position;

Requires sitting at a desk for up to eight (8) hours;

Requires clarity of speech and hearing which permits the employee to communicate effectively;

Requires clear vision to read printed materials and computer screens to accomplish work;

Requires repetitive movement of the wrists, hand and/or fingers;

Requires driving a motor vehicle.

**Travel Requirements:**

Local travel is frequently required;

Regional travel may be required.