



Little Thompson Water District
835 E Highway 56, Berthoud, CO 80513
(970) 532-2096

Civil Engineer I (16471)

Salary Range: \$63,490 - \$95,130 Annually

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the combined class. Class specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under the supervision of the District Engineer, responsible for the review of proposed developments and the associated water system infrastructure improvements required for providing water service within the District service boundaries, including the preparation of water service commitment documents as necessary. Additional responsibilities include the planning, designing and construction oversight of water system facilities including capital improvement and maintenance projects. Work can include system hydraulic analysis, facility design, system mapping, CAD document preparation, specifications development and other related work as assigned.

REPRESENTATIVE DUTIES

The following duties are expected; however, the position may require additional or different duties from those set forth below to address business needs and changing practices.

- Performs review of planning documents, design plans, and specifications prepared and submitted by consultants, other agencies, outside businesses, and developers for water system improvements required to serve proposed developments within the District's service boundaries.
- Respond to questions from the public, developers, and tap holders related to tap purchases and related approved uses or restrictions as required by District policies.
- Effectively communicate the District's development process to developers, developer's consultants, and the public.
- Assists with the development of capital improvement plans and specifications for construction of District facilities and system improvements.
- Assists with managing long range planning and development of District engineering functions.
- Performs contract administration including review of pay applications, monitoring of project budgets, and review of plans and submittals to ensure general compliance with District standards and approved plans for capital projects.
- Review and respond to requests for service, including evaluation of system performance with hydraulic modeling.
- Performs duties in a professional manner and works well with others individually and in a team setting.
- Perform other duties as assigned.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge and Abilities: Generally, learn and apply policies, rules, regulations and procedures to a variety of work-related situations with the following general list of items important to the position, it should be noted that the list is not comprehensive;

- Knowledge of, or ability to learn, District standards and specifications to ensure implementation during construction of facilities to be dedicated to the District.
- Excellent verbal and written communication skills.
- Advanced computer skills, including word processing, spreadsheet and database applications.
- Current knowledge and ability to work in AutoCAD Civil3D software desired.
- Knowledge in spreadsheet programming/macros.
- Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- General knowledge of construction of waterline systems.
- Good understanding of hydraulics and water systems.
- Knowledge of the use of ESRI GIS applications.
- Ability to work effectively on project teams and across departments.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training: Bachelor's degree in civil engineering or related engineering field.

Experience: A minimum of two years of experience in civil engineering, land development, municipal engineering, or a combination of the above. Ability to quickly learn and apply District policies, rules and regulations.

License or Certificate: Engineer Intern (EI) or the ability to obtain EI status within one year of employment as Civil Engineer I. A valid Colorado driver's license and satisfactory driving record to drive District vehicles.

WORKING CONDITIONS/ENVIRONMENT/PHYSICAL REQUIREMENTS: *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

The essential functions of this classification are performed in a controlled-temperature office and in the field. Environment of work includes travel to and from sites, work around traffic, exposure to noise, dust, heat, and inclement weather. Office environment includes sitting for extended periods of time in front of a computer screen; operate computer and other office equipment on a daily basis; speak and hear in person and on the phone; see sufficiently to perform assignments. Physical requirements include those to occasionally perform moderate to heavy lifting, bending, stooping, kneeling, walking, and standing.