



Civil Engineer III Engineering Department

Full-Time/Exempt
Career Range: \$4,001.08-\$5,570.49/pay period (DOQ)

South Fort Collins Sanitation District

Revision Date: October 2024

Approved by District Manager:

Approved by Human Resources:

General Purpose:

Civil Engineer is responsible for assisting in the overall operation of South Fort Collins Sanitation District (SFCSD or District) by providing technical knowledge and assistance to staff and designing/reviewing utilities to meet customer needs by performing professional engineering work in the planning, design, construction, operation and maintenance of the wastewater conveyance and treatment systems. Reports directly to the District Engineer.

Essential functions:

- Establishes and maintains Master Plans; evaluates the District's ability to provide wastewater service to all current and future customers; reviews submitted engineering designs for conformance with adopted District Master Plans, District criteria and accepted industry standards and practices; evaluates economic feasibility of repairs and replacements.
- Ensures the District's design and construction standards comply with applicable state and federal health department regulations applicable to wastewater facilities.
- Performs Engineering/Operation reviews including designs for proposed development and capital construction within the District's service area as they relate to wastewater utilities including tracking, routing, and meeting deadlines.
- Provides field oversight and management of capital projects.
- Works with other departments to implement and manage the District's flow monitoring program.
- Works with District Engineer and District Manager on the Wastewater Capital Improvement Program (CIP) including budget preparation, consultant selection, design management, permitting, coordination with other District departments, plans and specifications, bidding, construction management, and budget oversight for the District's CIP.
- Interacts with District management staff to coordinate operations and staff functions.
- Manages computer models of the wastewater collection systems and wastewater system capacity requests.
- Meets and confers with developers, consultants, contractors, District employees and the public regarding engineering and development requirements. Oversees the construction inspection process and staff.
- Administers inclusion petitions, reimbursement and oversizing agreements and facilitates other developer and annexation agreements as required with administrative staff support.
- Other duties as required and necessary to ensure the success of the organization.

Supervisory duties:

- Project Management
- May have the responsibility to supervise field inspection staff.

Knowledge, skills and abilities:

- Ability to consistently promote, support, work, and act with an expectation of agency in a manner in support of the District's mission, vision, and values.
- Thorough understanding of the design and construction of wastewater systems.
- Knowledge and experience in budgeting, design, administration, and construction management of wastewater utility infrastructure.
- Ability to use computer software packages including project management, Excel, Word, Outlook, GIS, and hydraulic modeling programs.
- Ability to interact positively with a wide variety of people.
- Ability to independently solve complex problems, provide accurate and error-free work under pressure and meet reasonable deadlines.
- Ability and maturity to perform assigned tasks unsupervised throughout an eight (8) hour day.
- Superior written and oral communication skills.

Additional Requirements/Licenses/Certifications:

- A Current Colorado Professional Engineer license or current registration in another US state with ability to obtain licensure through reciprocity within six (6) months of hire date.
- Must have reliable transportation.
- Must have a valid driver's license.

Material and equipment directly used:

- Telephone, cell phone, pickup truck, printer, 2-way radio, calculator, computer equipment and software including project management, ArcGIS, Sequel database, AutoCAD, advanced Excel, Word, Outlook, and hydraulic modeling programs.

Physical Activities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Ability to stand, sit, walk, walk on unpaved terrain, talk, reach with arms and hands, have good manual dexterity, use hands and fingers to operate a computer and telephone keyboard, handle or feel, hear alarms/telephones/normal speaking voice.
- Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.
- Moderate physical activity required by moving and positioning objects up to 50 pounds occasionally and/or up to 20 pounds frequently.

Education:

- Bachelor's Degree in Civil Engineering, Sanitary Engineering, Water Resource Engineering, or closely related field is required.

Experience:

- A minimum of eight (8) years of responsible engineering experience including design of water and wastewater systems is required.
- At least three (3) years of previous management or supervisory experience is required.
- An equivalent combination of education and experience may be substituted on a year for year basis.

Working environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Work is generally performed in an indoor professional office environment.
- Occasional outdoor work in extreme weather conditions (hot/cold); walking on uneven terrain; occasional exposure to insects.
- Travel to conferences and meetings at locations outside of the District may be occasionally necessary.

Passing a driving record (MVR) and criminal history background checks will be required prior to the start of employment.

I have read this Job Description, asked for clarification of any items that are unclear to me, and agree to fulfill my duties as outlined. I understand that this is not all-inclusive, and that I will be responsible for performing other duties as assigned. I understand that this does not constitute a contract of employment and that either the company or I may terminate my employment at will, with or without cause.

Printed Name

Date

Signature