

ENGINEER IV (SEWERS)

DISTINGUISHING FEATURES OF THE CLASS: This is professional engineering work of a complex nature involving responsibility for managing the construction of all treatment plant expansion and pump station, force main and interceptor sewer construction projects. This title differs from that of Engineer III (Sewers) in the level of independent judgment exercised and in the complexity of assignments. The work is performed under the supervision of a higher-level administrator, and supervision is provided to professional, technical and/or clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Coordinates activities among prime contractors, subcontractors, consulting engineers, Inspectors and other personnel relative to construction projects and the ongoing operation of the Sewer District's facilities;
Oversees schedules of construction projects in simultaneous progress and coordinates project schedule monitoring activities in order to ensure that conflicts do not occur;
Directs pre-bidding and bidding procedures of the Sewer District, including pre-bid conferences, by preparing award packages for regulatory agency review and coordinating Consultant Engineer activities in the issuance of bid documents and addenda and the review of contractor qualifications;
Verifies completion of work and approves payments by periodic estimates and requisitions, submitted by all consultants and prime construction contractors;
Monitors projects in order to identify appropriate contract changes (i.e. change orders) related to conditions not originally anticipated;
Represents the Sewer District at meetings between contractors and the Consultant Engineer to negotiate and coordinate change orders;
Monitors the completion of necessary changes;
Resolves disputes and manages the processing of all construction claims, including related records maintenance, negotiations and correspondence;
Reviews lists or project work requiring completion (punch list), adds items to the list as necessary and ensures that all work is completed so that facilities are in an acceptable operating condition;
Coordinates preparation of operations and maintenance manuals by meeting with consultant engineers and equipment vendors;
Supervises the activities of staff involved in design activities;
Arranges for training, as necessary.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, practices, techniques and administration of engineering programs, especially as related to sewer and sewer plant construction and wastewater treatment plants and facilities; good knowledge of physics and mathematics; good knowledge of laws and regulations governing wastewater treatment; ability to plan, develop, direct and administer engineering programs relating to sewer and sewer plant construction and wastewater treatment plants and facilities; ability to plan, lay out and supervise engineering activities; ability to communicate effectively both orally and in writing; ability to establish and maintain cooperative relations with others; ability to prepare complex technical reports, correspondence and resolve problems.

MINIMUM QUALIFICATIONS: A Professional Engineer's license (PE) issued by the State of New York and three (3) years of post-license engineering experience that substantially involved the design and construction management* of wastewater treatment plants, sewer lines, pumping stations, and or related facilities.

*Construction management is defined as the oversight of construction in order to ensure adherence to design requirements by performing one or more of the following as a substantial portion of the work: reviewing shop drawings, attending/running job meetings, performing field inspections, supervising inspectors, documenting work progress, approving field changes, processing change orders and processing periodic payments.

PROMOTION: One year of permanent status as an Engineer III (Sewers).

SPECIAL REQUIREMENT: Must maintain the Professional Engineer's (PE) license issued by the State of New York throughout the course of employment in this title.