

**Rivanna Water & Sewer Authority
Senior Civil Engineer
Job Description**

Department: Engineering
FLSA Status: Exempt
Grade: 22

Job Status: Regular Full-Time
Reports to: Chief Engineer
Positions Supervised: GIS Technician(s),
Engineering Technician(s), as assigned.

SUMMARY

Performs professional engineering, technical, and administrative work related to overseeing construction and maintenance projects, maintaining supporting documentation, and participating in the overall planning and monitoring of capital improvement and maintenance projects. May control and direct work of subordinate departmental and other Authority personnel work activities as it relates to specific projects.

Work is performed under general supervision of Chief Engineer.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential duties and responsibilities include the following but are not all inclusive and other duties will be assigned as needed:

- Oversee and manage multiple capital construction and maintenance projects, which includes: preliminary evaluations; analyses; solicitation and hiring of consulting engineers; design and permitting review; cost estimating; contract document preparation and public bidding; public involvement; and construction.
- Coordinates construction administration, management and inspection for capital improvement projects;
- Assists in developing and planning long-range utility improvements and the annual Capital Improvement Plan;
- Manages multiple project schedules, budgets and funding sources;
- Assists in department operational activities such as mapping, file management, GIS development, and inspections;
- Prepares in-house technical reports;
- Maintains the ability to work with and incorporate technical reference material including current AWWA Standards, VDOT Work Area Safety Manual and construction manuals, construction references, and construction materials and methods;
- Assists, as requested by the Chief Engineer, in the implementation of the Authority regulated programs such as: Dam safety and sanitary sewer rehabilitation;
- Assist, as required, other departments with analysis, review and oversight of operational or maintenance activities;
- Mentor, assist and train subordinate staff in all work areas, as required;
- Provide and present results and outcomes to management staff, the Board of Directors, and others as needed.
- Available after-hours and on weekends to respond during emergencies or to respond to questions of a technical nature

SUPERVISORY RESPONSIBILITIES

May plan, control or direct project specific work assignments of the subordinate staff. Carries out responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include training of employees, planning, assigning, directing work, addressing complaints and resolving problems as it pertains to project management. May be assigned direct supervisory responsibility over subordinate staff.

EDUCATION and/or EXPERIENCE

Any combination of education and experience equivalent to graduation from an accredited college or university with major work in civil or environmental engineering, and considerable experience in professional engineering work. Registration as a Professional Engineer in the Commonwealth of Virginia (or the ability to do so within 12 months) is

required. Thorough knowledge of the theory, principles and practices of civil engineering related to the area assigned; thorough knowledge of modern methods and techniques as applied to the design, construction and maintenance of public improvements; general knowledge of survey, computer aided drafting, geographic information systems, and office productivity software; ability to manage subordinate personnel and instruct them in proper work methods; ability to establish and maintain effective working relationships with officials, employees, development community, and the general public.

LANGUAGE SKILLS

Ability to read and write English sufficient to perform the duties of the job, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to senior management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to use common civil engineering formulas and theory.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid Virginia Driver's License. The registration as a Professional Engineer in the Commonwealth of Virginia (or the ability to do so within 12 months) is required.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand, walk, sit and use hands to finger, reach with hands and arms, handle, or feel and talk or hear. The employee is occasionally required to climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, high and precarious places, fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, and risk of electrical shock. The noise level in the work environment is usually moderate; however, there is exposure to construction noise from time to time.

SPECIAL REQUIREMENTS

Possesses a personal or home phone.