



POSITION: Senior Engineering Associate

SALARY RANGE: \$59,302 - \$89,127

CLOSING DATE: October 15, 2020

POSITION SUMMARY:

Under general supervision of the Engineering Manager, this position develops and manages projects and contracts. Reviews development plans. Develops and reviews project design plans and specifications. Supports District teams and related activities.

ESSENTIAL JOB FUNCTIONS:

- Manages projects and contracts by negotiating the scope of work and the fees involved, recommending payment in accordance with contract requirements, managing the preparation of construction bid documents, managing and coordinating the review and approval of design plans, tracking and reporting on project data, investigating and resolving problems and issues and preparing engineering documents in accordance with requirements and guidelines.
- Fulfills construction inspection requirements for developer-funded and District projects.
- Participates in the development and administration of projects, the Capital Improvement Program and the Engineering Team operating budget.
- Assists in the solicitation, review and selection of consultants and contractors.
- Reviews and develops design plans, specifications and related documents by attending meetings, coordinating requirements with other agencies, reviewing design concept reports and plans for compliance with District requirements, preparing bid documents, conducting site visits, addressing questions, coordinating work orders and plans and reviewing system capabilities and proposed enhancements.
- Assists in the development of water quality compliance scheduling, sampling, tracking and record-keeping. Assists with input and quality control verification of water resources database. Assists in the review of analytical reports. May lead these efforts in the absence of the Water Quality Program Coordinator.
- Provides relevant subject matter expertise and technical support to Utility Team.
- Participates in public relations by interacting with the public, attending meetings, establishing lines of communication within the District, answering questions and concerns and providing information.
- Specifies and recommends orders for equipment, hardware and software by collecting, researching and recommending items for purchase, preparing specifications, reviewing and recommending bids and evaluating purchased equipment.
- Performs administrative duties by preparing, reviewing and submitting reports, preparing design change authorizations and maintaining and updating files and records.
- Reviews and approves permits for code compliance and prepares maps, agreements, etc., and reviews legal descriptions.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Civil Engineering or related field. Requires four (4) years experience working in civil engineering directly related to water or wastewater; and registration as an Engineer-in-Training (EIT).

BENEFITS:

This position is a full-time, non-exempt. The District offers a comprehensive benefit package including medical, dental, life insurance, paid vacation, sick and holidays. Participates in the Arizona State Retirement System (Pension).

To be considered, submit a letter of interest, and resume via email to bmorelli@metrowater.com. For more information, please contact Billie Sue Morelli, Human Resources Manager at 520-209-2848.