

## Overview

*WaterOne is an independent public water utility. We've been proudly serving the Johnson County, Kansas area since 1957. Every day, nearly 425,000 customers rely on WaterOne to provide fresh, clean water on demand. It's a responsibility we deliver on.*

*Our passion is water because water touches everything we care about: family, health, safety, and community. We serve our community by bringing award-winning water to their homes, businesses, and public places.*

### **Summary/Objective**

Provide detailed designs, calculations, cost estimates, plans, drawings, specifications for contract documents, and evaluations of various types of water works improvement projects. Coordinate engineering and administration of construction between WaterOne and other utilities, engineering firms, developers, and public works entities. Operate in a consulting capacity to other departments on technical engineering issues when assigned.

## Responsibilities

### **Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Review plans submitted by outside entities for municipal capital improvement projects and determine effects on WaterOne facilities.
- Assist other departments by providing technical engineering opinions and data.
- Assist with developing overall departmental priorities for and scheduling of WaterOne construction forces.
- Assist and advise WaterOne construction forces on issues that develop prior to or during construction.
- Maintain knowledge of current issues related to the water industry, including materials, processes, and technology.
- Assist in developing and maintaining design criteria and construction standards for water distribution and transmission mains.
- Analyze and interpret distribution system hydraulic data and hydraulic modeling data.
- Assist with maintaining asset management program for the distribution system.
- Draft specifications necessary to obtain materials, services and equipment.
- Act as WaterOne liaison for projects designed and administered by outside engineering consultants.
- Review and comment on all designs, reports and recommendations completed by outside engineering consultants on behalf of WaterOne.
- Communicate with municipalities, consulting engineers and fire protection entities in matters relating to WaterOne's distribution system.
- Ensure all projects are in compliance with WaterOne Rules and Regulations.
- Coordinate easement acquisition process in conjunction with waterworks projects.
- Develop project plans, specifications, estimates, schedules and coordinate construction activities for waterworks projects.

### **Other Duties**

- Continue professional growth and development by attending conferences/seminars/workshops/webinars.
- Draft Action Item Summaries for Board action.
- Perform other job duties as assigned.

## Qualifications

### Required Education, Skills & Experience

- Bachelor of Science degree in Civil or Mechanical Engineering from an accredited school.
- Thorough knowledge of engineering theory and practice.
- PE license in the State of Kansas or ability to obtain within six months.
- Minimum of four years of experience in engineering and technical work, preferably with a water utility.
- Proficiency in reading and interpreting engineering drawings.
- Proficiency in developing design drawings for construction of water works improvements.
- Knowledge of construction contract documents and the administration thereof.
- Knowledge of water utility construction.
- Knowledge of issues affecting water utilities.
- Proficiency in Microsoft Office suite of software with emphasis in Excel, Word and Outlook.
- Proficiency or ability to become proficient in the use of SAP, GIS, AIMS, computer aided drafting and hydraulic modeling software applications.
- Excellent verbal and written communication skills.
- Ability to maintain good working relationships and be team oriented.
- Knowledge of legal descriptions of land.
- Knowledge of easements and easement acquisitions.
- Ability to approach problem solving in a logical manner.
- Well organized and able to set priorities.
- Ability to work on multiple projects concurrently.
- Ability to assimilate information from several sources to complete a project.
- Exercise good judgment; be innovative, and able to respond to occasional emergencies.
- Must have a valid driver's license and continuously meet WaterOne driving standards.
- Pass post offer medical exam, including drug screen and background verification.

### Preferred Education, Skills & Experience

- Experience with enterprise resource planning software such as SAP is a plus.

### Core Competencies

These key core competencies are expected to be demonstrated by each employee at WaterOne:

- Communicates Effectively – Demonstrates ability to listen and express oneself effectively and shares information as appropriate for the position needed to perform the job effectively.

- Conscientiousness – Expresses the motivation to perform one's job in a careful, thorough way that adheres to the standards of honesty and integrity.
- Customer Focus – Demonstrates a concern for satisfying both internal and external customers and builds collaborative relationships with customers and stakeholders.
- Interpersonal Savvy – Demonstrates the ability to effectively coordinate with others to achieve goals and solve problems by maintaining flexibility and open mindedness.
- Problem Solving/Drive for Results – Demonstrates the ability to find solutions to complex problems and consistently achieves results, even under tough circumstances.

### **Position Competencies**

In addition to the core competencies, these key competencies are expected to be demonstrated by each employee in this position:

- Adaptability and Flexibility – Adapts to changing business needs, conditions, and work responsibilities.
- Dependability – Takes personal responsibility for the quality and timeliness of work and achieves results with little oversight.
- Job Knowledge – Understands the purpose of the position and demonstrates knowledge by staying current with changes impacting their job.
- Project Planning and Management – Develops and manages projects while tracking costs, time, and resources.
- Safety and Security Focus – Adheres to all workplace safety and security policies, standards, and practices.

### **Supervisory Responsibility**

None

### **Physical Requirements**

*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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The employee may occasionally lift/move up to 40 pounds. The employee must be able to use a computer for several hours a day. They must be able to move from one location to another (outdoor worksites, WaterOne facilities, etc.) occasionally. The employee must be able to use office productivity equipment such as a personal computer, calculator, printer, and copy machine. While performing the duties of this job, the employee must be able to remain in a stationary position for up to several hours a day. Additionally, they must be able to wear personal protective equipment and navigate/inspect construction sites. Lastly, the employee must be willing to work in all kinds of weather extremes.

### **Work Environment**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

This job operates in both the field and a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The noise level in the work environment is usually moderate except when in the field on a jobsite.

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