

**CENTRAL UTAH WATER CONSERVANCY DISTRICT**  
**Job Description**  
**Revised: December 2018**

**JOBS TITLE:**       **Project Engineer I/II**

**REPORTS TO:**       Chief Engineer/Engineering Manager  
                          O&M Manager

**STATUS:**       Exempt

**JOB SUMMARY:**

These working level positions are responsible for providing engineering services, utilizing advanced training, experience and independent judgement to assist in capital project management, operations and water management, and comprehensive planning to most effectively and reliably meet District engineering and operation commitments and goals.

**ESSENTIAL FUNCTIONS (includes functions of various job positions):**

1.       Assists in coordinating construction and design issues with contractors and District project representatives with minimum supervision on capital improvement and replacement projects and provides accurate documentation of completed projects.
2.       Performs and conducts technical investigations and studies on existing or potential future water supply infrastructure and operations, capital improvement and replacement projects, including computer modeling, and determining criticality, needs, and feasibility of projects.
3.       Assists in coordinating technical details of agreements or studies with other agencies, consultants, and District personnel.
4.       Develops and administers programs for water accounting and system operations; coordinates water rights management with agency customers (irrigation companies, cities, service districts, and individuals); assists/develops programs to effectively coordinate water service and deliveries to above agencies.
5.       Assists in developing engineering standards and policies for water system management; develops data systems to track water rights, availability and deliveries, water scheduling programs, and other water measurement, accounting, and reporting functions.
6.       Coordinates with water users, river commissioner, and partner agencies with respect to efficiency of operations and expected user outcomes; ensures system design and function meets user expectations; provides education regarding system operations and management.

7. Manages and assists in conducting and coordination of District water planning investigations and/or studies that support the District water use and development plans relating to various local stakeholder agencies within the District and its related areas in Utah. Through broad coordination with all District facilities, operations, and staff as well as with stakeholder agencies, explores various means of meeting future water resource needs of the District.
8. Coordinates with local customer and regulatory agencies within various geographical areas of District to obtain valuable water use and needs information from groundwater management plans, conjunctive use investigations, general land use plan updates, State Water Basin Plan reports, and impact fee facilities plans relating to surface water and groundwater sources to support the use of reliable data, insights, and approaches to District water supply modeling efforts.
9. Supervises and issues project assignments to District Staff. Assists in procurement and preparation of professional services contracts. Coordinates, reviews, and recommends scope, schedule, budget, and deliverables of portions of District budget, including work of outside consultants.

**MARGINAL FUNCTIONS:**

1. Performs other related duties as assigned.

**EDUCATION/EXPERIENCE/LICENSE/CERTIFICATION/HIRING RANGE:**

Project Engineer I - Bachelors degree in Civil Engineering or related field plus a minimum of four (4) years of qualifying experience or an equivalent combination of education and experience. Utah Professional Engineer's (PE) license and Valid Utah driver's license required. Hiring Range: \$68,300 - \$89,000

Project Engineer II - Bachelors degree in Civil Engineering or related field plus a minimum of seven (7) years of qualifying experience or an equivalent combination of education and experience. Utah Professional Engineer's (PE) license and Valid Utah driver's license required. Hiring Range: \$77,178 - \$100,400

**REQUIREMENTS:**

Ability to make decisions independently on engineering problems and methods; ability to continually make evaluations on large and complex projects involving water supply, water supply alternatives, and recommendations to management which involve substantial expenditures for equipment, materials, and personnel.

Ability to identify and understand the significant technical, financial, operational, and organizational elements of a problem and the implications associated with various alternative approaches.

Ability to perform assignments of an especially complex nature or give technical guidance with limited supervision.

Ability to drive a vehicle and travel to various work sites and inspect construction in progress and/or coordinate with operation/maintenance personnel on various District facilities and/or projects; to review construction plans, specifications and operating procedures.

Ability to study various engineering plans and documents, compare to previous similar plans, and review for correction and approval.

Ability to monitor on-going agreements with state and federal agencies.

Ability to design various engineering features and prepare plans and specifications for constructions.

Ability to use/operate pen, pencil, PC computer, spreadsheet and wordprocessing software and to use various engineering computer software programs and/or computer models.

Ability to operate accurate surveying equipment.

Ability to be subject to outside environmental conditions: No effective protection from weather; subject to extreme heat (temperatures above 100 degrees for periods of more than one hour); subject to extreme cold (temperatures below 32 degrees for periods of more than one hour).

Ability to be subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.

Ability to be subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working in high places, inside pipes and tunnels, on or near bodies of water (dams, reservoirs, etc.)

Ability to be subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system of the skin: Fumes, odors, dusts, mists, gases or poor ventilation.

Ability to be subject to vibration: Exposure to oscillating movements of the extremities or whole body.

Ability to exert up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or other form. Deal with several abstract and concrete variables.

Using Algebra: Ability to work with exponents and logarithms, linear equations, quadratic

equations, mathematical induction and binomial theorem, and permutations. Using Calculus: Ability to apply concepts of analytic geometry, differentiation and integration of algebraic functions with applications. Using Statistics: Ability to apply mathematical operations to frequency distributions, reliability and validity tests, normal curve, analysis of variance, correlation techniques, chi-square application and sampling theory, and factor analysis.

Ability to prepare business letters, proposals, summaries, and reports; using prescribed format and conforming to all rules of pronunciation, grammar, diction, and style; using all parts of speech.

Ability to communicate at interagency meetings and to make presentations with poise and control.

Ability to work with minimal supervision.

Ability to adapt to situations involving the interpretation of feelings, ideas, or facts in terms of personal viewpoint; to use creativity, self-expression, or imagination.

Ability to influence people in their opinions, attitudes, or judgments about ideas of things; to motivate, convince, or negotiate.

Ability to deal with people beyond giving and receiving instructions such as in a team, supervisory, or meeting setting.

Ability to supervise the work of consultants and/or staff on engineering projects.

Ability to adapt to situations requiring the precise attainment of set limits, tolerances, or standards; to be precise, thorough, exacting, or meticulous in regard to material worked; or in activities such as numerical determinations, record preparation, or inspecting.

Ability to perform a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure involving significant differences in technologies, techniques, procedures, environmental factors, physical demands, or work situations.

Ability to identify task requirements and monitor progress toward accomplishment.

Ability to maintain relationships that facilitate task accomplishment; to cooperate and resolve conflicts; to recognize needs and be sensitive of others.

Ability to receive guidance and supervision; follow workrules, safety practices, work procedures; meet deadlines, punctuality and attendance standards, etc.