

# Staff Engineer

## Job Description

The Staff Engineer will participate in a variety of professional engineering activities directed towards the planning, design, construction, and management of various water/sewer projects.

## Essential Duties and Responsibilities

In order to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Assigned duties and responsibilities will include the following, depending on qualifications. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Serves as project manager and point of contact for RSA. Projects will include but are not limited to residential/commercial development projects, administration, and design of capital projects.
- Reviews proposed development and construction plans and related documents for compliance with RSA construction specifications, local technical codes, State and Federal regulations, etc.; may participate in pre-development meetings;
- Assists in determining and recording available capacity for new development, coordinates interdepartmentally on development projections related to capacity;
- Designs or reviews projects, including administration of the bidding process and seals plans with PE stamp as necessary;
- Assists in the inspection of construction and completed projects;
- Maintains records and reports of work inspection activities, plans, and related information;
- Work is performed under the general supervision of the General Manager and is evaluated based on conferences, review of completed work and records, and observation of demonstrated skills;
- Performs related duties as required.

## Knowledge, Skills, and Abilities

- Thorough knowledge of civil engineering principles, practices, and methods of engineering as applied to the planning, analysis, design and construction of assigned projects;
- Thorough knowledge of applicable laws, regulations, guidelines, standards, and codes related to the design and construction of structures and developments; of methods, materials, and techniques used in the construction projects, and of design and legal requirements of assigned systems;
- Thorough knowledge of the principles of project management and public financing, contracting, and budgeting, and of local, State, and Federal laws and regulations impacting area of assignment;
- Thorough knowledge of Federal, state, and local laws, policies and design criteria for water and sewer;
- Thorough knowledge of engineering mathematics and computer applications and ability to make complex engineering computations, including estimating time and materials' costs;
- Thorough knowledge of planning and construction principles, storage, installation and acceptance testing procedures and practices of water systems, wastewater systems, public works, public spaces, and stormwater management;
- Ability to communicate clearly and concisely, both orally and in writing;
- Exercise confidentiality and discretion for legal, politically sensitive or private economic development items.
- Ability to use a variety of word processing, spreadsheet, database, or other system software, such as Microsoft Office, ESRI GIS, water and sewer modeling software, internet search engines, etc.

## **Qualifications and Experience**

- Bachelor's degree in Civil Engineering or related engineering field from an accredited college or university;
- Possession of a valid Virginia driver's license (required);
- Possession of a Virginia Professional Engineer License (required)

## **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.

- While performing the duties of this job, the employee is regularly required to walk, stand, and sit; use hands to finger, handle or feel; reach with hands and arms; talk and hear.
- Must possess the visual acuity to compile and compute data and statistics, inspect work for quality of methods and materials, operate a computer terminal, do extensive reading, and use measuring devices.
- While performing the duties of this job, the employee is regularly required to stoop, kneel, crouch, bend, climb, balance or crawl.
- Employee must regularly lift, carry and/or move up to 50 pounds.

## **General Statement and Selection Guidelines**

The above statements describe the general nature and level of work assigned to in this job position. They should not be construed as an exhaustive list of all job duties or tasks performed by personnel so classified.

The following will identify the selection guidelines for job placement:

- RSA Employment Application
- Rating of education, experience, training and qualifications
- Reference checks
- Interview with RSA management team
- A criminal background check and social security number verification may be performed. The results must match information provided by the applicant on the RSA Employment Application