



Consolidated Waterworks District Number 1

JOB DESCRIPTION

POSITION TITLE.....: Staff Engineer - Distribution
DEPARTMENT.....: Engineering
REVISED.....: 08/2023
REPORTS TO.....: Chief Engineer
REVIEWED.....: 08/2023
WAGES.....: Salary

SUMMARY:

Provide technical assistance, including project planning and project management for projects in the water distribution system. Assist other departments in engineering related tasks.

BASIC FUNCTIONS:

1. Review Private Development projects for conformity with the District's Standards, and provide recommendations on project approvals.
2. Provide project oversight for projects during construction.
3. Review requests for Water Availability of new subdivisions.
4. Prepare estimates for various service requests performed by the District.
5. Provide guidance to field personnel on repairs when necessary.
6. Research and provide recommendations to update the District's standard policies and procedures.
7. Prepare technical documents related to Engineering projects. (Servitudes, Construction Contracts, Permits, Pay requests, etc.)
8. Provide recovery assistance where needed during emergency events.
9. Other Duties as directed.

OTHER REQUIREMENTS:

1. Ability to keep precise records.
2. Knowledge of Surveying is desired.
3. Ability to troubleshoot.
4. Highly responsive, with a positive attitude, capable of working in a diverse team environment, and handling multiple tasks with competing priorities.
5. Strong verbal and written communication skills.
6. Efficient typing skills and the ability to use various software and web apps.
7. A willingness to work closely with fellow employees.
8. Ability to react to priority and emergency situations quickly.
9. Maintain personal telephone services.
10. Valid Louisiana driver's license.

EDUCATION/EXPERIENCE:

1. Bachelor of Science in Civil Engineering or other Engineering Field.
2. A Licensed Engineer Intern with LAPELS is desired.
3. 3+ Years' experience in Engineering is preferred.
4. Must be able to comprehend verbal instructions as well as read and comprehend written instructions, maps, and details.