



Position Description

Job Title:	Engineering Manager
Department:	Engineering Department
Supervisor:	Executive Director

Job Summary

Performs all duties associated with the position of Engineering Manager for the Authority's Engineering, Drafting, and Water Line Inspection Departments. Additionally performs other duties as assigned by the Executive Director.

Specific Duties:

1. Provides leadership and project management for the Engineering Department.
2. Initiates, executes, and responsible for the closeout of capital projects while following the Authority's project governance procedures.
3. Provides conceptual design for the development of capital projects within the Authority's operations.
4. Provides direction and decision-making to design consultant(s) and construction contractor(s) to maintain Authority goals and objectives.
5. Monitors and oversees all engineering and design work performed by the Authority, consultant(s), or construction firm(s) related to water/wastewater conveyance systems, reservoirs, water treatment plants, pumping stations, and all related facilities.
6. Responsible for the preparation of the Authority's Capital Improvement Program.
7. Provides input for the Authority's Strategic Planning Process.
8. Develops Policies and Procedures to maintain Authority goals and objectives.
9. Participates in Operation's Management of Change Concepts process.
10. Oversees the preparation of plans and specifications for water line extension projects.
11. Oversees the preparation of proposals and accepts bids. Presents bids to the Authority's Board of Directors.
12. Processes customer inquiries relative to the extension of water main facilities, service connections, meter billing, complaints, inquiries, and other related topic.
13. Prepares and maintains legal agreements.

14. Prepares detailed cost estimates for Authority projects and department budgets.
15. Oversees the preparation of specifications for trucks, equipment, components, and other Authority purchases.
16. Administers sewage connection permits for the Sewer Department in West View Borough.
17. Prepares monthly reports as required.
18. Reviews plans submitted to the Authority.
19. Represents the Authority at public meetings during and after normal business hours.
20. Works with State, County, and Local officials.
21. Coordinates activities with the Service Department in connection with the backflow prevention program.
22. Meets with contractors, Authority employees, and municipal officials at various areas within and outside the service territory.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by the incumbents of the job. Incumbents may be required to perform job related tasks other than those specifically presented in this description.

Qualifications and Job Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree (B.S.) from four year college or university; ten years related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customer, and the general public.

Mathematical Skills

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Physical Demands

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 talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms. The employee is occasionally required to stand, walk, sit, and climb or balance.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually quiet.