



## Position Description

Job Title:	Project Specialist
Department:	Engineering Department
Supervisor:	Engineering Manager

### **Job Summary**

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

### **Specific Duties:**

1. Works under the direction of the Engineering Manager and manages assigned projects or other activities internally or externally with the Authority's consulting firm(s).
2. Prepares drawings and mapping. Develops and is proficient in the Authorities GIS mapping system and CAD program.
3. Prepares plans, proposals, specifications, detailed cost estimates and accepts bids for Authority projects.
4. Processes customer inquiries relative to the extension of water main facilities, service connections, meter billing, complaints, inquiries, and other related topics.
5. Assists in the preparation and maintains legal agreements.
6. Prepares and updates all Authority records relative to water treatment, water mains, fire hydrants, water line extensions and wastewater conveyance. Maintains Engineering Department files, records, maps, proposals, and bids.
7. Controls the inventory of water line materials relative to maintenance and water line extension projects. Maintains inventory of all radio communication equipment.
8. Prepares specifications for trucks, equipment, components, and other Authority purchases.
9. Administers sewage connection permits for the Sewer Department in West View Borough.
10. May function in a supervisory capacity to other members of the Engineering Department and distribution employees.
11. Inspects projects for compliance with Authority and industry specifications.
12. Prepares monthly reports.

13. Reviews plans submitted to the Authority.
14. Orders Authority material relative to water line extensions and other projects.
15. Represents the Authority at public meetings during and after normal business hours.
16. Works with State, County, and Local officials.
17. Prepares road opening permits and one calls relative to water line extension projects and maintenance.
18. Coordinates activities with the Service Department in connection with the backflow prevention program. Coordinates engineering requirements with the Emergency Management/Asset Management Coordinator.
19. Prepares and distributes Authority drawings including meter settings, fire hydrant installations, service line installations, blow-offs, and air release valves.
20. Meets with contractors, Authority employees, municipal officials, and customers 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**

Associate's Degree (AA) or equivalent from two-year College or technical school; or one to two 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.