



Position Description

Job Title: Assistant Project Engineer/Inspector

Department: Engineering Department

Supervisor: Project Engineer/Engineering Manager

Job Summary

This position is responsible for supporting project updates (replacements and extensions), collection and coordination of GIS assets related to capital projects, support project engineers relative to research and CAD design development of main replacements and extensions, and other duties as assigned by the Engineering Manager.

Specific Duties

1. Works under the direction of the Engineering Manager and Project Engineers to support engineering-related projects (e.g. linear and vertical) and other activities internally or externally with the Authority's consulting firm(s).
2. Prepares and develops drawings, design plans, proposals, specifications, and detailed cost estimates related to capital and operating projects.
3. Supports processing customer inquiries relative to the extension of water main facilities, service connections, and other related topics.
4. Prepares, reviews, and maintains legal agreements associated with engineering projects.
5. Prepares and updates Authority records relative to water system assets in coordination with internal departments and external customers. Aids in organizing and maintaining Engineering Department files, records, maps, proposals, and bids.
6. Prepares specifications and quantity take-offs related to waterline replacement and extension projects.
7. Reviews and revises design plans submitted to the Authority in support of the Project Engineers.
8. Meets with contractors, Authority employees, municipal representatives, and customers at various areas within and outside the service territory.
9. May be required to attend and represent the Authority at various external meetings.
10. Coordinates road opening permits and PA One Call requirements relative to water line replacement and extension projects.

11. Supports as-built updates and editing of the GIS database from project records and GPS field data collection.
12. Performs research and database editing in support of water system hydraulic model development.
13. Participates in the internal On Call requirement as a supervisor of repair crews for the weekly and weekend rotations schedule.

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 a four-year college or university in Engineering and 1-2 years of experience; or an 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, customers, 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.