



WASTEWATER MAINTENANCE ENGINEER

Department: Planning and Public Works
Job Class #: 915700
Pay Range: Professional 20

FLSA: Exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is professional construction management, inspection, and engineering work performed for the Sewer Utilities of the Pierce County Department of Planning and Public Works. An employee in this classification is responsible for applying engineering concepts to the optimization of equipment, procedures and departmental budgets to achieve better maintainability, reliability and availability of equipment.

ESSENTIAL FUNCTIONS:

- Supervise and coordinate activities of a designated unit; determine work procedures, prepare work schedules and determine methods for expediting workflow; assign, review and approve the work of subordinate staff.
- Investigate grievances involving subordinates and recommend resolution; recommend promotional and disciplinary actions; approve leave requests, and overtime; assure adequate coverage during staff absences.
- Conduct performance evaluations and develop performance measures and standards.
- Through the use of statistics, probability and logistics and engineering principles, plan capital improvement programs for the wastewater treatment plant and collections; integrate programming and operations with other departments; coordinate and monitors programs in accordance with overall county goals and objectives.
- Coordinate with federal and state agencies to establish and maintain eligibility for system improvements and program development grants.
- Participate in the development of the department's goals and objectives and yearly work programs.
- Provide leadership, direction, and engineering guidance to staff and make engineering recommendations to County officials and other departments as related to collections and treatment plant facilities maintenance functions, construction projects and modifications.
- Participate in the preparation of the department budget; facilitate the allocation of funds within the appropriate budget areas. Make decisions on budget matters and is responsible for cost control and monitoring.
- Evaluate the need for employing outside consultants; review the scope of the work to be performed and evaluate the performance of consultants; oversee and assist in the preparation of contracts for design and construction.
- Provide engineering advice, support and assistance to collections, treatment plant operations, treatment plant maintenance and other departments.
- Assist with development of processes and procedures relative to contract and project management.
- Assist with development of processes and procedures relative to achieving optimal maintainability, reliability and availability of equipment.
- Review plans and specifications in order to conform to all design elements, construction details, use of proper materials and operating performance requirements; participate with architects, facility users, building maintenance staff, and other project managers to solve problems throughout the design and construction processes.
- Oversee field inspections of all phases and elements of construction projects to ensure bid

WASTEWATER MAINTENANCE ENGINEER

Classification Description – Pierce County

Page 2

specifications are met. Confer with other inspectors and contractors regarding changes in design or methods. Negotiate and resolve differences in procedures to ensure timely adherence to construction completion.

- Oversee the preparation and processing of construction change orders and negotiate costs with contractors. Ensure contracts are completed within budget as specified.
- Review, approve, or deny contractor requests for payment.
- Study, analyze, and prepare engineering-related reports as required by state, federal, and local authorities and present findings to county staff, officials, or other agencies.
- Develop, implement, and review ongoing programs, policies and procedures, assessing job effectiveness and cost efficiencies.
- Represent the department before various professional or action committees, public meetings, boards, or councils to provide information regarding plant activities or to present departmental plans or projects.
- Act as a liaison for business matters between the Sewer Utility and the local electrical power purveyor.
- Manage the asset module for the treatment plant and collections' computerized maintenance management system.
- Manage the control of standardized and/or legacy documents for the treatment plant and collections such as O&M manuals, record drawings, etc.
- Manage the criticality/replacement planning models for the treatment plant and collections.
- Effectively persuade, inform, educate, train, solicit information, motivate and direct a wide variety of individuals or groups.
- Establish and maintain effective working relationships with County officials, employees and the general public.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.

OTHER JOB FUNCTIONS:

- Perform other job functions as assigned.

SUPERVISION RECEIVED AND EXERCISED: Duties are carried out in accordance with departmental policies; however, the incumbent has wide latitude to develop methods and procedures for accomplishing objectives. Requires exercising independent judgment and acting as liaison with collections and treatment plant leadership team, engineers, contractors, department staff, and regulatory agencies. Work is reviewed for overall effectiveness by the Wastewater Utility Operations and Maintenance Manager through reports, discussions, observations, and results achieved. This position supervises subordinate staff.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential job functions. Work is generally performed in an office environment or treatment plant facility. There may be travel requirement to various field sites or to meeting locations, subjected to industrial noises, hazardous fumes and gases, and perform work around large pieces of equipment or machinery.

WASTEWATER MAINTENANCE ENGINEER

Classification Description – Pierce County

Page 3

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting associated with the job duties is required. Ability to drive and travel to various work sites or meeting locations. Use of eye sight in order to observe, inspect, and monitor work to ensure standards are being met. Finger dexterity is required in order to use and operate a personal computer and related office equipment. May work at heights, and walk on uneven terrain. This position is subject to prolonged sitting in an office environment. Lifting, carrying, or moving equipment, materials, and supplies are minimal, usually less than 25 lbs.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Current engineering methods and techniques as related to design, construction, and maintenance of capital improvement projects involving wastewater treatment plant operations.
- Principles and practices of civil and mechanical engineering.
- Managing construction bid processes in conformance with state law.
- Federal, state, and county industrial safety laws, codes, and regulations.
- Principles and practices of management, organization, and supervision.
- Engineering methods and standards for the planning, review, design, and construction of capital improvement projects.
- Engineering methods and standards for the optimization of equipment, procedures and departmental budgets to achieve optimal maintainability, reliability and availability of equipment.

Ability to:

- Analyze large, complex, and detailed construction drawings and interpret construction schedules, bids, and supporting financial data.
- Prepare budgets and plan expenditures for control.
- Deal with extreme complex, difficult problems and provide satisfactory solutions.
- Prepare, use, and interpret complex maps, plans, specifications, special provisions, and reports.
- Provide reliable advice and acceptable solutions to difficult engineering problems.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

MINIMUM REQUIREMENTS TO APPLY: A Bachelor's Degree in civil, mechanical, electrical, or closely related field from an accredited college or university and five years of increasingly responsible experience directly related to the position. Additional education or experience may substitute for the recruiting requirements.

WASTEWATER MAINTENANCE ENGINEER

Classification Description – Pierce County

Page 4

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: Certification as a Professional Engineer by the State of Washington. Certification for operation of a group IV wastewater treatment plant is desired. Satisfactory physical condition, as evidenced by a County-approved physical examination, may be required prior to appointment to the position. Possession of, or the ability to obtain, a valid Washington State Driver's license.