



Lake Whatcom Water & Sewer District Job Description

Job Title: Construction Engineer

FLSA Status: Non-Exempt

Reports To: District Engineer/Engineering Manager

Revision Date: April 4, 2025

POSITION PURPOSE:

Assists with construction project administration and field inspection for both private development and District public works projects. Provides other engineering support through development and maintenance of various programs, reports, studies, technical research, and data analyses, such as the District's Capital Improvement Plan, Water and Sewer Comprehensive Plans, hydraulic modeling, infrastructure mapping using GPS and ArcGIS, cataloging and indexing record drawings, water and sewer system operational data analyses, maintenance program, and customer service.

REPORTING RELATIONSHIPS:

Reports to the District Engineer/Engineering Manager and does not supervise others.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to:

- Assists with design and construction project administration;
- Performs/coordinates field inspection and quality control testing for both private development and District public works projects to ensure work and materials comply with plans and specifications;
- Assists in the development and maintenance of various programs, reports, studies, technical research, and data analyses;
- Reviews developer and District consultant-prepared water and sewer plans for compliance with District standards;
- Responds to inquiries for information and technical assistance regarding the availability, costs, and feasibility of proposed water and sewer installations; researches and provides information regarding existing water and sewer facilities; and issues water/sewer permits;
- Assists with other engineering functions such as field data collection, cost estimating, mapping, preparation of public works project bid documents, and serving as contractor or consulting engineer liaison;
- Assists in preparing preliminary and final plans for water and sewer developer extension projects and District capital improvement projects;
- Assists with development and implementation of the District's asset management program, including maintaining and continually improving data accuracy, and providing technical support and training to staff;
- Collects, maintains, and assists in the development of hardcopy and electronic recording and filing systems for plans, maps, drawings, asset records, and other data;
- Computes water and sewer connection charges and associated development fees in accordance with the District's Master Fees and Charges Schedule for properties requesting sewer and water service;
- Assists in operating the District's SCADA system;
- Assists with development and implementation of ongoing preventative and corrective maintenance programs; and
- Performs other related duties as required or assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Public works construction contract administration principles, including field inspection, bidding requirements, bonding, insurance, pay requests, dispute resolution, negotiations, change orders, and project closeout;
- Technical knowledge and experience with civil infrastructure construction methods, material properties and testing, field inspection documentation, measurement of quantities and schedule tracking using critical path analyses; and
- Principles of design associated with water and sewer systems.

Skill in:

- Operating a personal computer using Microsoft Office suite, AutoCAD drafting software, and ArcGIS geographic information system software;
- Reading, understanding, using, and enforcing contracts, schedules, construction drawings and technical specifications;
- Creating and maintaining permanent construction project records;
- Performing autonomously (self-organized, -motivated, -driven, -directed, and -learner);
- Excellent customer service skills, including a demonstrated ability to establish and maintain long-term professional working relationships with contractors, consultant engineers, developers, other agencies, and the general public;
- Excellent interpersonal skills, including demonstrated ability to establish and maintain professional and effective working relations with co-workers and supervisors;
- Excellent time management skills, including a demonstrated ability to meet deadlines through organizing and prioritizing work in a multi-task and busy work environment with demands from multiple sources and projects;
- Excellent planning and coordination skills for scheduling projects and meetings requiring many external agencies, consultants, and contractors, often with short notice;
- Professional level technical letter writing; and
- Excellent oral communication.

Education and Experience:

Any equivalent combination of education and experience that provides the applicant with the knowledge, skills, and abilities to perform the job. A typical way to obtain the knowledge and experience would be:

Experience: Two (2) to five (5) years of progressively responsible field experience working in or with the construction industry related to construction project management, engineering, field inspections, or related field.

Education: Bachelor's degree in civil engineering, construction management or related field.

Licenses and Certifications:

Possess and maintain:

- Valid Washington State Driver's License
- OSHA-compliant First Aid/CPR/AED certification
- Current Washington State Engineer-In-Training (EIT) certification highly desired

WORKING CONDITIONS:

Primarily performs duties in an office working at a desk using a computer and in the field with exposure to varying degrees of weather and hazards of construction sites. This position may be required to work hours in excess of 8 hours per day or 5 days per week and call-back for emergency situations. This position may be required to attend meetings, travel for training purposes and travel to other government agencies after business hours.

PHYSICAL REQUIREMENTS:

This position typically requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, lifting, finger dexterity, talking, hearing, seeing and repetitive motions. When working in the field the incumbent is subject to exposure to adverse weather conditions, loud noises and hazards from automobile traffic and construction sites.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Assigned tasks will require consecutive days of walking on roads, paths, uneven ground, construction sites, undeveloped land, and over/around obstacles for extended periods.

This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.

Approved: April 4, 2025

A handwritten signature in blue ink, appearing to read "Justin Clary", is written over the printed name.

Justin Clary, General Manager