

TIDEWATER UTILITIES, INC.

JOB DESCRIPTION

Job Title: PROJECT ENGINEER

Department: ENGINEERING

Job Summary:

Provides technical engineering and project management support to all areas of the Company as needed and directed by the Director of Engineering.

Work Performed:

Using prescribed methods, established standards and engineering experience, schedules and performs necessary engineering work to successfully complete assigned tasks and projects. Investigates and recommends courses of action for approval and completes work from general assignments. Specific projects include:

Planning

- a. Assists in the preparation, review and administration of the 5 year capital program.
- b. Provides assistance and support for the scheduling of the Company's system betterment programs.

Service Area Growth and System

- a. Provides support to the development of engineering standards for Water/Wastewater systems betterment's and expansion.
- b. Checks and reviews Water/Wastewater systems design and improvements.
- c. Checks and reviews wastewater treatment plant and disposal system designs and improvements.
- d. Provides support to project management to effectively construct Company facilities as designed.

Technical Engineering Services

- a. Provides engineering analysis, calculations, design and permitting for tasks as needed in the support of the Engineering Department. The work can be related to water/wastewater treatment, fluid mechanics, hydraulics, structural analysis, material design and hydrogeology.
- b. Writes technical engineering memorandums and summaries for use in communicating analysis performed to others and inclusion in Engineering reports.
- c. Assists with the selection and procurement of materials and construction work through writing of specification clauses and requirements.

Engineering Support and Project Management

- a. Provides engineering support and project management as needed on varied projects throughout the Company including:
- b. Bidding and contract administration of construction contracts.
- c. Project engineering of engineering projects including planning, design and/or construction inspection and management as needed. The types of projects include pipe work, buildings pump stations, storage reservoirs tanks and treatment-plants and disposals.
- d. Preparation and submittal of periodic studies and reports as needed.
- e. Assist in selection and coordination with consulting engineering work as required.

WORK PERFORMED (continued):

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Miscellaneous

- a. Provide back-up for department personnel including the Engineering Technician, Staff Engineers, and Director of Engineering.
- b. Take direction from the Director of Engineering.
- c. Represents the Company at professional and industry meetings.
- d. Performs other duties as may be required by Department needs.
- e. Provides supervision to Staff Engineers and Engineering Technician.
- f. Coordinates projects with Construction Inspectors and Operational Departments.

ESSENTIAL FUNCTIONS:

- Capability to manage multiple issues towards successful completion of projects.
- Technical abilities for engineering analysis and support.
- Effective communication with customers, staff, peers, superiors.
- Physical capability for light lifting.
- Ability to climb and access construction work sites (construction excavations, concrete vaults, scaffolding).

Qualifications:

- B.S.C.E. or equivalent from an accredited university.
- E.I.T. preferred
- Good written and oral communication skills.
- Good organization skills.
- Computer (PC) experience.
- Valid Driver's License.
- Good problem solving ability and analytical skills.
- Project management experience including oversight of outside consultants and contractors.
- 3-5 years progressively responsible experience in water/wastewater utility planning, design and construction.

Approved by:

Richard M. Risoldi

Lorrie B. Ginegaw

Date:

May 2014