



## SEWER DISTRICT

### POSITION DESCRIPTION

**Position:** District Engineer

**Reports To:** District Director

**Group:** Field Services

**Work Location:** Primary Workplace – Indian Lake WWTP

**Normal Workdays/Hours:** 40 Hours/Week

**FLSA Status:** Exempt

**Creation Date:** 2/24/2020

**Revision #** 0

**Revision Date:** NA

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#### **Position Summary:**

The District Engineer reports to the District Director and serves as the technical advisor regarding existing and proposed sanitary sewer and wastewater treatment design and construction projects; This position is responsible for the development and enforcement of the Logan County Sewer District's Engineering Requirements, Construction Standards and Sewer Use Rules, working with the District's GIS vendor to ensure assets are properly cataloged and located, reviewing site plans for residential, commercial and industrial development, oversight of contractors installing, repairing and rehabilitating public and private sanitary sewer systems and designing sanitary sewer extensions and modifications. plans and designs sanitary sewer projects as well as reviews the designs from outside firms; uses GPS survey equipment to accurately locate District assets to amend and update GIS attribute table(s) to ensure completeness and accuracy; works with the District's GIS system to develop customized maps and graphical displays of data as needed by District personnel; generates and submits Permit To Install applications to Ohio EPA; provides technical knowledge and support to the Field Services Operator.

In addition, this position is responsible for the oversight and supervision of the Field Services Group. Field Services Operator(s) perform inspections on new and repaired sanitary sewers, laterals and building sewers, perform OUPS locates, GPS locate and categorizes public and private sanitary sewer assets and provides guidance to contractors and customers to ensure compliance with the Construction Standards.

#### **Job Dimensions:**

The District Engineer must be disciplined to organize his/her time efficiently and perform tasks and duties without constant direct supervision. This position ensures that the design, construction

and rehabilitation of all public and private sanitary sewers, subject to LCWPCD oversight, meets the District's Engineering Standards and Construction Standards. The District Engineer expands, maintains and utilizes the District's GIS system to provide graphical representations of various and customizable data sets. These representations may be used by District administrative staff for a variety of purposes including future planning, providing information to regulatory agencies, public officials, evaluating District performance and asset management. The District Engineer will work with the vendor(s) of the GIS and Asset Management systems to maintain and expand the systems.

The Logan County Sewer District Field Services Group includes 1 subordinate position including the Field Services Technician. Staffing by type and number may be altered to meet the needs of the District.

#### **Nature and Scope:**

The District Engineer is a Senior Supervisor position that reports directly to the District Director. This position will frequently work with other governmental/regulatory offices including the Ohio EPA, Auditor's Office, County Prosecutor, County Engineer, and County Recorder's Office. This position will frequently communicate and coordinate with the District Administration Office, billing, ordering of supplies, purchasing and paying approved invoices.

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#### **Major Responsibilities and Essential Functions of the District Engineer Include:**

- Assign projects and allocate resources for Field Services staff.
- Supervise District's Field Services Group personnel which includes evaluating performance and, when warranted, recommending discipline, in accordance with County and state law.
- Use GPS locating and survey equipment to accurately catalog Logan County WPCD assets
- Use CAD software to develop designs for sanitary sewer system extensions, repairs and rehabilitation projects.
- Review design drawings submitted by others for development projects as well as design drawings provided by outside firms for sanitary sewer and wastewater treatment plant projects.
- Work with the District's consultant(s) to utilize the hydraulic model of the sanitary sewer system to model sewer capacity, identify bottlenecks, evaluate inflow & infiltration (I&I) reduction efforts and provide reports to administrative staff.
- Collect and analyze data from various sources and maintain accurate records.
- Perform confined space entry using proper methods and equipment following safety guidelines.
- Communicate professionally and effectively with District staff, the public, contractors, consultants and vendors.
- Be able to prioritize tasks and responsibilities based on direction and guidance provided
- Requisition parts and supplies; maintain records and prepare reports.

- Oversee and inspect work performed by outside vendors, contractors, surveying and engineering firms.
- Cross-trains effectively with other District staff.
- Operates specialized survey and locating equipment.
- Incorporate the use of technology into the workflow of the District to promote accurate recordkeeping and improve access to data.
- Address complaints/concerns raised by the District personnel, customers, and the general public.
- Assist the Director in the Development and Enforcement of the District's Sewer Use Rules & Regulations.
- Prepare new and revised Construction Standards to reflect changes in construction methodology and materials to protect the infrastructure of the District.
- Prepare, or oversee the preparation of, reports and assembling related material for the District Director, Consultants and Regulatory Agencies...
- Meet with the District Director to review project status and District activities.
- Attend County Commissioner meetings as assigned by the Director and/or requested by the Commissioners; gives presentations to County Commissioners on legislation and project activities.
- Professional development of subordinate staff in job related duties and assignments.
- Promote a positive and effective work environment.
- Utilizing District staff and resources in a safe, productive and efficient manner.
- Assist in the development and administration of a Personnel Health & Safety Programs

#### **Other Requirements**

- Ability to work in all weather conditions.
- De-escalate stressful situations to foster positive outcomes for staff and customers.
- Ability to physically perform the functions of the position such as deploy & retrieve portable flow meters and samplers, remove and replace manhole lids, transport and set up portable pumps and generators, climb stairs/ladders, stand and sit for extended periods
- Ability to identify hazardous chemicals and potentially dangerous environments and/or conditions such as confined spaces and develop appropriate safeguards and procedures.
- Work and communicate well with coworkers, vendors, consultants, regulators, supervisor(s), elected officials and the general public.
- Normal or corrected hearing and vision capabilities and health within the limits set by the State of Ohio to issue a Commercial Driver's License.
- Develop, implement and enforce safety programs, rules and precautions throughout the District.
- Ability to read and interpret construction plans.
- Demonstrate ability and aptitude in construction, complex sewer systems, as well as other general plumbing, electrical and mechanics.
- Experience with SCADA system development, integration and use.
- Must be able to report to Indian Lake WWTP within 1 hour of notification to respond to emergency call outs.

#### **Primary Objectives:**

- Ensure that the District conforms to rules and regulations established by the EPA, OSHA, County Policies and other regulatory agencies.
- Develop and implement operational improvements within the District.
- Assist with the development and administration of the District's annual and long-term budgets.
- Integrate and use various specialized software and hardware in District Operations including:

- Computerized Maintenance Management System (CMMS)
- Flow/Rainfall/Sampling systems
- Supervisory Control And Data Acquisition systems (SCADA)
- Assist in the development, implementation and enforcement of Safety Programs such as Confined Space, Lock Out/Tag Out, Fall Protection, Trenching/Shoring, Hazard Communication, etc...

**Qualifications:**

- High school diploma or GED.
- Must possess a minimum of an Ohio EPA Class II Wastewater Operator license and obtain an Ohio EPA Class III Wastewater Operators License or ability to obtain certifications within a time specified by the District Director, is required.
- May be required to obtain an Ohio EPA Class IV Wastewater Operators License within 24 months of eligibility.
- Must possess a valid state of Ohio Driver License at the time of hire.
- Possess and maintain a clean driving record that is acceptable to the District's insurance provider and County requirements.
- Thorough knowledge of the principles and practices governing the operation, service, construction, and maintenance of publicly owned wastewater treatment processes.
- Proficient with the use of a Personal Computer and Microsoft Office programs including Word, Excel, PowerPoint, Outlook, etc...
- A minimum of two (2) years of supervisory experience in a Publicly Owned Utility or similar.

***This position description may be amended at any time by the District Director and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow other instructions and perform any duties required by the employee's supervisor or authorized designee. Failure to obtain or maintain a valid status on licenses, certifications or qualifications required may result in disciplinary action that could include demotion or termination.***

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Brian Schultz  
LCWPCD Director

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Date:

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Date