Little Thompson Water District
835 E Highway 56, Berthoud, CO 80513
(970) 532-2096

The Little Thompson Water District is actively seeking Civil Engineers in the following classification levels for regular full-time exempt positions based in the Little Thompson Water District Berthoud Colorado office.

Civil Engineer Classification Level I - V

Annual Salary Ranges for each classification level are as follows:

Civil Engineer I	$71,400	$96,800
Civil Engineer II	$80,900	$107,100
Civil Engineer III	$100,600	$142,300
Civil Engineer IV	$119,500	$168,000
Civil Engineer V	$133,200	$184,200

*The following summary description and list of representative duties performed by employees in the Civil Engineer classification levels of **I – V** are general in nature and are not intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision of the District Engineer, Civil Engineers in classification levels **I** - **V** are responsible for a full range of engineering and project management services for the planning, designing, construction and operation of water system facilities including capital improvement and maintenance projects. Responsibilities also include comprehensive design review of water system improvements by outside consultants for development projects throughout the District. Tasks include review of planning documents, design plans, specifications and material submittals produced by consultants, outside agencies, developers and contractors. Duties also include preparing service commitments for residential and commercial developments which may include performing system hydraulic analysis, facility design, system mapping/GIS, and specifications preparation for development and capital facilities.

REPRESENTATIVE DUTIES

The following duties are expected; however, the position may require additional or different duties from those set forth below to address business needs and changing practices.

- Support the planning, design, construction, and maintenance of District infrastructure related to water distribution.
- Assist in the management of capital improvement projects and development of capital improvement plans.

- Compile, analyze, and present data to support infrastructure projects, utilizing GIS and other relevant software.
- Ensure compliance with local, state, and federal regulations and industry best management practices.
- Provide guidance on public works and utility infrastructure and project administration.
- Develop and maintain asset management systems, policies and procedures.
- Participate in department, staff, District and interagency meetings.
- Assist with the selection of consultants and contractors; assess final work product for compliance with contract or agreement.
- Establish and maintain effective working relationships with staff and customers.
- Maintain accurate records and prepare clear and concise reports.
- Effectively represent the District with the public, contractors, and other organizations.
- Analyze complex problems and evaluate alternatives to reach sound conclusions.
- Other duties as assigned.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or to be learned within a relatively short period of time (90 days) in order to successfully perform the assigned duties.

Knowledge, Skills, and Abilities: Generally, learn and apply policies, rules, regulations and procedures to a variety of work-related situations with the following general list of items important to the position, it should be noted that the list is not comprehensive;

- Knowledge of, or ability to learn, District standards and specifications to ensure implementation during construction of facilities to be dedicated to the District.
- Knowledge of the principles, practices and methods of construction project administration, inspection, engineering, and management.
- Knowledge of drafting techniques, tools, and principals involved in production of technical plans, construction drawings and documents, and models.
- Knowledge of materials, methods, and the tools involved in the construction of utilities, such as water, sewer, irrigation, and stormwater projects.
- Knowledge of principles and processes for providing customer and personal services, including customer needs assessment, meeting quality standards for services, and evaluations of customer satisfaction.
- Knowledge of management principles involved in strategic planning, and development of standards and specifications.
- Classification levels **III – V** require increasing levels of leadership skills.
- Classification levels **III – V** may require supervision of junior level engineers.
- Knowledge of survey methods and equipment (conventional and GPS).
- Knowledge of metes and bounds legal descriptions and easements.
- General knowledge of environmental rules and regulations pertaining to water distribution systems, wastewater collection/treatment/disposal systems, and stormwater management.
- Skill in measuring and estimating construction quantities and determining construction costs for project development and construction management.
- Skill in effectively analyzing problems, identifying alternative solutions, projecting the consequences of proposed actions, and implementing recommendations in support of work plans and goals.
- Civil engineering principles, practices, and techniques applicable to the planning, design, construction, and operation of water systems and related facilities.
- Relevant environmental compliance rules, regulations, standards, and laws.

- Special District operations and regulations related to contracting and operations.
- Principles and practices of contract administration.
- Fundamental understanding of Colorado water law.
- Computer user applications related to engineering work; Advanced computer skills, including word processing, spreadsheet and database applications.
- Current knowledge and ability to work in AutoCAD Civil3D software is desired.
- Use of GIS/GPS and related mapping applications with knowledge of ESRI GIS software.
- Excellent verbal and written communication skills.
- Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Solid understanding of closed conduit and open channel hydraulics.
- Ability to work effectively on teams and across departments.
- Must possess strong interpersonal skills.
- Ability to work effectively with construction, operations and inspection personnel both internally and externally.
- Must be dependable and highly motivated.

Education and Experience Guidelines -. *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training: Bachelor's degree in civil or environmental engineering, or related engineering field.

Experience: Level Specific Experience

- **Level I:**
  - 0 to 2 years of experience in municipal civil engineering or related work
  - Engineer in Training certification preferred
- **Level II:**
  - 2 to 4 years of experience in municipal civil engineering or related work
  - Colorado Professional Engineer license or ability to obtain licensure within one year of hire
- **Level III:**
  - 4 to 6 years of experience in municipal civil engineering or related work
  - Colorado Licensed Professional Civil Engineer
- **Level IV:**
  - 6 or more years of experience in municipal civil engineering or related work
  - Colorado Licensed Professional Civil Engineer
- **Level V:**
  - 8 or more years of experience in municipal civil engineering or related work
  - Colorado Licensed Professional Civil Engineer

License or Certificate: A valid Colorado driver's license and satisfactory driving record to drive District vehicle. Registration as a Colorado Professional Engineer as noted above.

WORKING CONDITIONS/ENVIRONMENT/PHYSICAL REQUIREMENTS: *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.*

The essential functions of this classification are performed in a controlled-temperature office and in the field, as necessary. Environment of field work includes travel to and from sites, work around traffic, exposure to noise, dust, heat, and inclement weather. Office environment includes sitting for extended periods of time in front of a computer screen; operate computer and other office equipment on a daily basis; speak and hear in person and on the phone; see sufficiently to perform assignments. Physical requirements include those to occasionally perform moderate lifting, bending, stooping, kneeling, walking, and standing.