

**NORTH TEXAS MUNICIPAL WATER DISTRICT
JOB DESCRIPTION**



Professional Engineer - Water POSITION TITLE	Water Operations DEPARTMENT
37 - 511030 PAY GROUP	Water Transmission System Manager DIRECT REPORT
Professional / Exempt EEOC / FLSA DESIGNATION	Water Transmission System Manager EVALUATING SUPERVISOR

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Section 1 – Position Summary

Responsible for quality control review of Water Division engineering projects. Tracks progress of various engineering design and construction utilizing scheduling software. Acts as project manager for assigned projects in the Water Division. Responsible for generating and maintaining assigned operational and regulatory reports.

Section 2 – Major Responsibilities

1. Participate in engineering design meetings, studies and construction progress meetings.
2. Review design plans and specifications for completeness and accuracy.
3. Generate assigned monthly operational and regulatory reports.
4. Act as a liaison between Water System Operations and Water Management.
5. Conduct field evaluations to optimize water plant processes and equipment.
6. Serve as project manager for assigned projects in the Water Division.
7. Collect and compile Water System information for distribution to the Engineering Department and outside entities.
8. Performs and /or manage special projects and studies needed.
9. Evaluate water technologies, processes and equipment for potential use in water projects.

Section 3 – Knowledge, Skills & Abilities

1. Proficiency in the use of Microsoft Word, Excel and project management software.
2. Action oriented, supportive and positive leader that motivates and listens to others, is flexible, and adapts to the needs of the team to maintain effective working relationships with others to solve problems.
3. Can communicate clearly with internal and external stakeholders.
4. Understanding of water treatment and transmission principles and processes.

Section 4 – Education and Experience

1. Bachelor of Science degree in Civil Engineering, Environmental Engineering, or other related field received from an accredited college or university.
2. Professional Engineering Registration in the State of Texas.
3. Ability to foster and maintain positive and productive relationships with external stakeholders.
4. Experience with reading and interpreting technical documents.
5. Requires a valid Texas Driver's License.

Section 5 – Environmental Factors, Activity Levels and Equipment

Moderate physical labor and considerable mental attention required with some eyestrain. Generally desirable conditions with some outside visits to work -sites with varying environmental conditions. Considerable time can be spent working with and viewing a computer screen. Considerable time viewing plans, specifications and reading reports and correspondence. Some time will be spent at construction sites, traversing rough terrain, climbing stairs and ladders to access structures. Equipment used includes calculators, computers and some field survey equipment.

All decisions pertaining to employment with NTMWD will be made without regard to color, race, religion, national origin, age, sex, or disability.

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