



MICHIGAN CITY SANITARY DISTRICT

JOB DESCRIPTION

JOB TITLE: District Engineer

GENERAL DESCRIPTION

This job entails a wide variety of duties in the areas of civil engineering, environmental engineering, and wastewater engineering. The position involves providing engineering services for the wastewater collection systems, wastewater treatment facility, pretreatment, storm water, watershed management, water systems, land development, permitting, budgeting, planning, and project management.

SUPERVISION RECEIVED AND EXERCISED

This position receives general supervision from the General Manager. The duties of this job may involve supervision of others relating to projects and programs in the areas of engineering, training, planning and developmental services.

DUTIES

Administrative:

- Represent the District and coordinate activities with other City departments, external agencies, and private entities.
- Assist the General Manager on assigned projects.
- Prepare Engineering reports, memos, staff reports, standard operating procedures, and communications.
- Administer the MS4 and Watershed Programs.
- Administer the Sewer Lateral and Construction Permit Program in accordance with 327 IAC 3
- Assist with the administration of the NPDES Permit, Pretreatment, FOG, and Land Application Programs.
- Supervise assigned staff.
- Manage the workflow and cost of engineering tasks assigned to the District's Consulting Engineers.

Engineering:

- Perform in-house engineering design activities.
- Provide quality assurance and quality control activities for engineering projects.
- Provide engineering guidance and direction to consultants.
- Provide oversight on construction activities including on-site construction observation.
- Provide engineering assistance to the Pretreatment Program.
- Provide engineering analysis and evaluation for WWTP and sewer collection system operations.

Financial:

- Prepare estimates of probable cost for design and construction projects.
- Assist with the submission of grant and financing applications and reports for engineering projects and other District activities.
- Monitor contracts for financial compliance.
- Prepare required financial reporting on engineering projects to funding agencies.
- Assist in preparation of the annual budget and capital improvement program.

Planning:

- Prepare and/or provide oversight in the development and implementation planning projects, including projects such as: collection system master plans, treatment facility master plans, facilities master plans, rate studies, cost of service studies, pretreatment program studies.
- Coordinate activities with the City Planner, City Code Enforcement, Redevelopment Commission, [Economic Development officials](#), NIRPC, IDNR, IDEM, ACOE, and other local and regional planning organizations.

Project & Program Management:

- Policies and practices of modern project and program management are required for this position. This position will interface with designers, contractors, regulators and other local, state and federal agencies.

EDUCATION, EXPERIENCE, KNOWLEDGE, AND ABILITIES

The following education, knowledge, and experience requirements and preferences will qualify the candidate for this position:

Education and Licenses

The following education and license requirements and preferences apply:

- B.S. Civil, Chemical, or Environmental Engineering, or related Engineer discipline, is required.
- P.E. License with the State of Indiana preferred, but not required.
- Project Management Professional (PMP) preferred, but not required.
- Valid driver's license and a driving record acceptable for insurability, is required.

Knowledge

This position requires the Knowledge of:

- Principles and practices of civil engineering.
- Principles and practices of environmental engineering.
- Principles and practices of survey and mapping.
- Principles and practices of Project and Program Management.
- Principles and practices of wastewater and water resources planning including master plans, collection systems, wastewater treatment systems, water reclamation and recycled water systems.
- Environmental permitting activities.
- Environmental regulatory systems such as NPDES, Pretreatment, Capacity Management Operation and Maintenance (CMOM), Sewer System Management Plans (SSMP).
- The IDEM Municipal Separate Storm Sewer System General Permit and Construction Stormwater General Permit programs.
- Principles and practices of land development, development review and land entitlement practice as related to wastewater and water systems.
- Principles and practices of budget development and development of a capital improvement programs.
- Information systems including office automation, Computer Aided Design & Drafting (CADD), GIS, hydraulic modeling, scheduling, and project
- Indiana Public Contract Code.

Experience

This position requires the following experience:

- At least five (5) years of Civil Engineering experience with ten (10) years of Civil Engineering experience preferred, with emphasis in environmental, water, wastewater, storm water, municipal, and reclaimed water systems.

Abilities

This position requires the ability to:

- Establish and maintain effective working relationships with peers and external contacts.
- Effective communicator in speech and writing.
- Implement innovative to the extent that new programs, systems and developments are started and supported.
- Dedicated to teamwork and the development of staff.
- Perform complex professional and analytical work.
- Possess personal traits of confidence, thinking independently, being decisive; organized and proactive and in problem solving.
- Ability to effect and lead organizational change through innovation and vision.

SPECIAL REQUIREMENTS

- Be available during non-business hours for emergency call-out situations.
- Ability to sit, twist, lean, operate a keyboard, lift files and reports from desktops or file drawers and be able to interface and meet with staff throughout the District campus.
- Ability to perform field work, including construction site visits.
- Advanced skill in use of office equipment, and advanced use of computer software: including engineering models; scheduling; GIS, and Computer Aided Design (CADD) software.
- Successfully pass a physical examination including drug and alcohol screening.

SPECIAL WORKING CONDITIONS

Persons in this position require moderate physical activity and long periods in a seated position working in front of a computer terminal. The position may also include frequent disagreeable working conditions such as noise, fumes, odor and hazardous chemicals located near the work site. The person in this position must have the ability to effectively communicate and interface with all staff throughout the Sanitary District and the City of Michigan City. There will be as needed field site visits, including construction sites.