

# Getting Ahead

## Advertisements

- Engineering Supervisor, Northern Kentucky Water District (posted April 3, 2024)

Northern Kentucky Water District: Engineering Supervisor

DEPARTMENT: Engineering

SCHEDULE: Monday-Friday, 7:30am-4:00pm (some flexibility with hours)

REPORTS TO: Manager &ndash; Engineering Design

### Position Summary:

The Engineering Supervisor manages capital improvement projects for the District. This position is also responsible for evaluating current and proposed District operations to ensure all projects meet the District standards.

Additionally, this position is responsible for regulatory compliance and efficient operations of the District.

### Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

- Primarily manages capital improvement projects dealing with treatment

plants, water storage tanks, and pump stations from concept through design and construction. This involves collaborating with various District departments on design considerations, communicating design comments to the consulting engineer, reviewing the design to assure compliance with current standards and regulations, assembling information required for permits and special funding sources, developing project specifications, publicly bidding the project, executing the contract documents, and administering preconstruction meetings.

- Manages construction administration and inspection of capital improvement projects dealing with treatment plants, water storage tanks, and pump stations.

- Assists in project development, budgeting, and scheduling.

- May assist and/or be responsible for other improvement projects including water main replacement and rehabilitation, hydraulic improvement projects, KyTC water main relocation projects, commercial / subdivision developments, etc.

- May assist and/or be responsible for maintenance of the hydraulic model and perform hydraulic analysis for certification of new projects, identifying system improvements which are needed, determining the system's response when certain components are taken out of service for maintenance, assurance that state regulations are met for new improvements and scenarios.

- May assist and/or be responsible for record keeping and filing of improvement plans.

- May assist and/or be responsible for updating reports dealing with distribution system data, project and procurement scheduling, and change order tracking for the department and Board of Commissioners.

- Supervises and reviews the work of staff engineers and / or engineering technicians and offers guidance to resolve issues.

- Recommends, completes, and delivers department performance reviews for assigned staff.

- Ensures compliance with regulations and interacts with regulatory agencies.

- Ensures compliance of all company policies.

- This description describes only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.

## Required Education

#### and Experience:

- Bachelors in Civil Engineering or related field.

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3 or more years of experience in a public utility or similar experience.

#### Licensing/Certifications:

- Valid Driver's License

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State licensure as a Professional Engineer

#### Additional Skills:

- Ability to learn intimate details of the water system to understand how various components interact with each other.
- Experience working with Microsoft Office programs and hydraulic modeling software.

#### Work Environment and Physical Demands:

This job primarily operates in a climate-controlled environment. May spend some time in the field to monitor ongoing projects but this typically does not require any physical or manual labor. Works with equipment such as computer, copy machine, fax, phones. The position requires auditory and visual skills; and the ability to follow written and oral instructions and procedures. There is no regular travel expected for this position.

#### Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

The Northern Kentucky Water District employs qualified persons in all jobs in a manner which will ensure equal employment opportunity, as well as administer personnel actions in a manner as to not discriminate against any person on the basis of race, religion, national origin, age, sexual orientation or disability.

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