

## **WVSA POSITION DESCRIPTION**

### **Staff Engineer**

The Staff Engineer is responsible to assist in the lawful, productive and efficient operation of the Wyoming Valley Sanitary Authority Engineering Department. This position requires an engineer to work and assist the Engineering Manager and the Director of Engineering in the planning, design and construction of wastewater and stormwater infrastructure projects. This individual will assist in the daily performance of engineering tasks. This position directly reports to the Engineering Manager. This position understands, follows and maintains engineering standards and safety regulations and will assist management and communicate as directed to operations in regards to In-Plant and Out-Plant activities and functions. This position will assist with the development and implementation of capital projects including supporting operations with emergency equipment repairs and all emergency incidents as requested. This position will assist and support inter-governmental relations, support consumer confidence as part of their job function, and assist as directed with community involvement associated to WVSA's mission statement.

### **WVSA Conformance Statements**

In the performance of their respective tasks and duties for all Executive employees, the Staff Engineer is expected to conform to the following:

Perform quality and professional work within deadlines with or without direct supervision from the Engineering Technician, Engineering Manager or Director of Engineering.

Skillfully interact professionally with employees, customers, municipalities, media, governmental agencies and WVSA suppliers who receive services from WVSA.

Work effectively as a team contributor on all WVSA assignments.

Work independently while understanding the necessity for communicating and coordinating work efforts with employees.

Establish, oversee and maintain, and assist with WVSA's engineering undertakings, including, but not limited to any and all engineering platforms established by WVSA and for platforms established or maintained by third parties with all design specifications and the development of such technical standards.

Assist the Engineering group in the preparation of special reports needed for Senior Staff and the WVSA Board. Additionally, this position will assist in the preparation of permits and reports needed for submission to agencies such as US EPA, PADEP and PENNDOT

## **Position Purpose**

This position will adhere and advance the full breath of the Wyoming Valley Sanitary Authority in providing the highest quality wastewater and stormwater treatment in a cost-effective, environmentally safe manner. This position adheres, understands and will be mindful always that wastewater is water and sewage that enters WVSA's wastewater treatment plant from homes, industries, schools and businesses, as well as some stormwater runoff and groundwater and the treatment of such wastewater will made clean to the best of WVSA's ability and under compliance with federal, state and local codes and regulations.

## **Responsibilities/Duties/Functions/Tasks**

### Essential Functions

Support development of feasibility studies, planning, design and management of projects for wastewater and stormwater treatment, collection and conveyance (pipelines and pumping facilities).

Assist in the preparation of design documents, including plans and technical specifications for projects with direction from WVSA senior engineering staff and consulting engineers as directed.

Assist with the procurement of materials needed for engineering projects or repairs.

Assist in contract administration with support of senior engineering staff and consulting engineers as directed.

Support preparation of technical reports, digital presentations, and other audio-visual materials for projects and public meetings as needed.

Perform fieldwork activities including construction observation and data collection for projects as needed.

Assist as directed in the management of construction phase of projects. Monitor construction activity and progress. Review contractor change orders and payment applications. Monitor the submission and approval of shop drawings and contractor submittals. Participate in construction job conferences, project completion inspections, and close out of the construction contracts.

Support the development and management of WVSA's Geographic Information Systems (GIS) mapping and data collection for both wastewater and stormwater infrastructure.

Support development and management of hydraulic models for wastewater and stormwater infrastructure.

Support the Inflow and Infiltration group with data analysis and evaluations related to flow metering as needed to support information required for engineering projects.

### **Education and Work Experience**

Bachelor's Degree in Civil or Environmental Engineering.

Engineer-In-Training (EIT) Certification from the state of Pennsylvania.

Minimum of two (2) years' experience with planning, design, permitting and construction relative to projects in the areas of wastewater and/or stormwater.

Possesses the ability to effectively communicate verbal and written reports concerning matters at WWSA.

Possesses strong analytical and problem-solving skills.

Proficiency in Microsoft Office applications including Excel, Word, and PowerPoint.

Familiarity with using GIS and CAD is required; experience with hydrologic and hydraulic modeling software is a plus.

Though most work will be indoors, the ability to work in inclement weather and various environments associated with sanitary sewer systems may be required.

Please complete a WWSA application which can be found at [WWSA.org/careers](http://WWSA.org/careers) and forward resume and application to:  
[kim.philbin@wvsa.net](mailto:kim.philbin@wvsa.net)

The WWSA is an Equal Opportunity Employer and maintains and observes policies that do not discriminate against any person, regardless of your immigration status, on the bases of: race, color, religion, national origin, sex (including pregnancy, childbirth, and related medical conditions, sexual orientation, or gender identity), age (40 and older), disability or genetic information.