



BRUNSWICK & TOPSHAM
WATER DISTRICT

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Craig W. Douglas, PE
Assistant General Manager

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District Engineer

The Brunswick & Topsham Water District is seeking a full time Assistant District Engineer. This is a rolling application process. The District is seeking applicants with a Bachelor of Science degree in engineering with zero to two years of experience. This is a full-time position with a starting pay of \$47,000 to \$54,000 and excellent benefits. The District intends to hire in 2020 time frame, but has flexibility for the right candidate. For questions regarding this position contact the Assistant General Manager at the District office or via email cwdouglas@btwater.org.

Assistant District Engineer Job Responsibilities:

- Supports engineering projects by adapting and applying engineering principles and techniques; conducting tests and inspections and preparing calculations and reports.
- Performs general planning and administrative tasks associated with assigned projects; analyzes and develops or assists in development of project scopes, cost estimates and schedules; composes, creates, completes and maintain documents, records and correspondence.
- On assigned projects, assists in reviewing consultants' drawings and specifications and verifies compliance with Federal, State and local codes, rules, laws and regulations. Identify design issues and recommends changes to drawings and specifications.
- Represents department and District in interactions with internal departments, consultants, contractors and others; attends assigned meetings and takes and distributes pertinent notes and documentation; compiles information for and corresponds with consultants, contractors and other departments.
- Responds to requests for information and clarifies and interprets routine to moderately difficult engineering issues, regulations, codes and requirements; communicates with supervisor to obtain information; actively participates on project designs teams or in department and other meetings.

Assistant District Engineer Job Duties:

- Determine engineering requirements by conducting inspections and analytical tests; analyzing and extracting data from data bases; determining root causes and preparing bid documents.
- Solves engineering problems by collecting and analyzing information; researching, analyzing, applying, and modifying engineering techniques; recommending solutions; preparing drawings, schematics, and diagrams; evaluating components, materials, and suppliers;

resolving design integration issues; developing specifications and safety standards; performing installations.

- Verifies engineering solutions by conducting tests and inspections; building and analyzing models and simulations; conducting laboratory experiments and measurements.
- Works as part of a District team by communicating essential information; coordinating actions; obtaining expert input; reviewing open issues and action items; contributing information to team meetings and reports and overcoming project challenges.
- Meets cost standards by preparing cost-benefit analyses; tracking and reporting expenses.
- Complies with codes and regulations by preparing permit applications, plans and compliance reports.
- Maintains and improves quality results by completing quality assurance tests; following standards; studying, evaluating, and re-designing processes; implementing changes.
- Ensures operation of analytical equipment by calibrating equipment; completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
- Keeps supplies ready by inventorying stock; placing orders; verifying receipt.
- Prepares engineering reports by collecting, analyzing, and summarizing data and trends; entering data and generating reports and presentations; performing calculations.
- Updates job knowledge by tracking and understanding emerging engineering practices; participating in educational opportunities and professional organizations; reading professional publications; maintaining personal networks.
- Enhances engineering and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

Assistant District Engineer Skills and Qualifications:

Knowledge of:

- Theories, principles and practices of civil, environmental and general engineering design and construction.
- Principles and modern techniques of commonly used materials and equipment used in design, construction and maintenance of various facility and infrastructure projects.
- Principles and practices of sound business communication.
- Federal, State and local laws, codes and regulations and District policies and practices pertinent to areas of responsibility.
- Information technology and computer capabilities applicable to engineering responsibilities.

Ability to:

- Prepare and review engineering designs, plans and specifications.

- Prepare, review and evaluate engineering studies.
- Prepare clear and concise reports, drawings, notes, correspondence and other written materials.
- Efficiently conduct field and office research and investigations.
- Communicate effectively both orally and in writing.
- Understand, interpret, apply and explain applicable laws, regulations and codes.
- Present technical information clearly, logically and persuasively.
- Establish and maintain effective working relationships with those encountered in the course of work.
- Operate a personal computer using standard or customized software applications appropriate to assigned tasks.

Licenses, Certificates, and Special Requirements:

- A BS in Chemical, Civil or Environmental Engineering or equivalent.
- A valid Engineering-in-Training certificate is preferred or will be obtained within six months of hire. Obtain Class IV Treatment and Distribution Water Operator license within one year of hire.
- A current, valid Class C driver's license at time of appointment and maintained thereafter in order to operate a vehicle on District business.