



## Project Engineer

Boxelder Sanitation District seeks a full-time Project Engineer to join our team in Fort Collins, Colorado. The Project Engineer will provide professional and technical support to the District Manager with a variety of tasks including producing engineering documentation, development/plan review, project management and GIS mapping.

Boxelder Sanitation District is a Special District (Quasi-Municipal) established under Title 32, Article 4 of the State Statutes, for the purpose of providing sanitary sewer service. The District serves portions of Fort Collins, Windsor, Severance, Timnath and unincorporated areas of Larimer and Weld Counties. Our District maintains 100 miles of sewer lines and treats approximately 1,940,000 gallons of wastewater every day.

This advertisement may close at any time based on qualified applicants received.

## RESPONSIBILITIES

### *Capital Project Management*

- Develops and implements the Capital Improvement Program and budget for major construction projects to meet reliability and wastewater service goals of the district.
- Oversees design of civil construction projects, including review and quality control of plans and specifications, coordination with operations and maintenance staff and outside agencies, and right-of-way negotiations.
- Oversees the construction and inspection of civil construction projects to ensure compliance with contract plans and specifications, permits, codes, regulations and laws, including coordination and negotiation with contractors.
- Performs contract administration and review of planning documents, design plans, and specifications prepared and submitted by consultants.
- Assist District Manager with long-range planning and development of District engineering functions.
- Responsible for inspection of all work under construction to ensure compliance with District procedures and standard specifications.
- Oversees the maintenance of standard specifications and District maps and maintains the District's Master Plan Facilities; initiates improvements and updates as required.
- Reviews and makes suggestions for the development and administration of engineering related contracts.

### *Development Review*

- Handle initial inquiries regarding new developments to assess inclusion in the Boxelder Sanitation District (BSD) service area and any development needs.
- Read and interpret GIS maps for construction developments and individual lots.
- Communicate with developer's engineer to acquire record drawing information of new subdivisions.
- Track construction development projects to ensure deadlines are met.
- Recognize and communicate changes in development that may affect the district.
- Ensure plans are reviewed and engineering comments are submitted in a timely manner.

- Review government (town/city) websites to help BSD anticipate future developments and/or changes affecting the district.
- Answer questions from engineers, developers, or local governments regarding district plans and/or specifications.
- Maintain complete and accurate files/plans for developments.
- Understand and interpret BSD rules and regulations as they apply to development.

### *GIS Administration*

- Provide engineering technical assistance including GIS support such as maintaining GIS software and coordinating the creation and plotting of maps required by various District departments and maintaining updated collection system manhole database (rim and invert elevation data).
- Overall responsibility for gathering, assimilating and storing District GIS data needed to create collection system, treatment plant, pretreatment, planning, or other maps as required by the District.
- Maintain updated collection system manhole database (rim and invert elevation data).
- Creation and plotting of maps required by various District departments.
- Maintain GIS software (updates as needed) and plotter.
- Communicate with developer's engineer to acquire record drawing information of new subdivisions.
- Field surveying of manholes to collect GIS data.

### *Pretreatment and Permitting*

- Assist with the District Industrial Pretreatment Program (IPP) including task scheduling and implementation, compliance, enforcement, outreach and technical assistance required to meet any local, state and federally mandated IPP standards.
- Assist with updating and/or renewing permits as needed.

### *Other Duties/Responsibilities*

- Know the BSD service area including street and development names and locations.
- Attend BSD meetings as needed to help coordinate between departments.
- Coordinate with collection system and treatment staff as needed.
- Other duties as required by the District Manager.
- Creates a team environment by providing effective communication, maintaining a positive atmosphere and helping others to succeed.
- Maintain and adhere to safe working environment.

## QUALIFICATIONS

### Education & Experience

- Bachelor's degree in Engineering or equivalent field of study required.
- A minimum of 2-3 years' experience related to the design and construction of water and wastewater systems, including experience with field surveying, plats, easements, construction inspection and construction management highly preferred.
- Any combination of experience and education that demonstrates qualification for this position will be considered.

### Knowledge, Skill and Ability

- General and practical knowledge of engineering concepts, methods, principles, practices, and techniques; familiarity with engineering disciplines (mechanical, electrical, structural utilities, etc.).
- Knowledge of project planning and budgeting.
- Knowledge of standard contracting regulations, practices, and procedures.
- Knowledge of analytical and diagnostic methods, procedures, and principles and surveying methods, equipment, and techniques of measurements to identify project requirements.
- Ability to plan and record site/facility surveys and inspections.

- Ability to research, analyze, interpret, and apply rules, regulations, and procedures in a variety of situations and recommends timely and economical solutions.
- Must have the ability to deal effectively with a wide variety of industry, government and public contracts on project-related matters.
- Excellent written and verbal communication skills, as well as strong analytical and problem-solving skills.
- Computer skills in MS Word, Excel and GIS software.
- Must maintain a good motor vehicle driving record and a current Colorado driver's license.

### Working Environment:

Work in a team environment; Ability to respond to emergencies and callouts, perform in stressful situations and meet deadlines. Majority of work will be indoors with periodic field work in outdoor settings and in all weather conditions.

### Physical Activities:

Lifting which can at time be heavy (removal and replacement of manhole rims), ability to operate equipment necessary to perform functions, and capacity to intermittently sit, stand, walk, climb, stoop, bend and kneel.

## BENEFITS AND PAY

The District has an excellent benefits package including:

- Health, dental and vision insurance (The District pays 100% of employee health insurance)
- Health Reimbursement Account (HRA)
- Retirement benefit through Public Employees' Retirement Association (PERA)
- Optional matching 401(k) plan
- Fourteen paid holidays
- Generous vacation and paid time off plan
- Life insurance
- Professional development opportunities
- Tuition reimbursement program

Starting compensation depending on experience and qualifications: \$78,000 – 92,000

## HOW TO APPLY

To apply, please email your cover letter and resume to [recruiting@boxeldersanitation.org](mailto:recruiting@boxeldersanitation.org).

Successful candidates will be required to complete a drug screen and background check prior to employment.

EOE