



DOMINION WATER & SANITATION DISTRICT

Project Engineer

SALARY RANGE: \$70,000 to \$89,000

JOB DESCRIPTION

Dominion Water & Sanitation District (DWSD) is a quasi-governmental Title 32 Special District, whose service area is located in northwest Douglas County. DWSD provides wholesale water and wastewater services to the fast paced growing master planned community of Sterling Ranch. To ensure reliable wholesale services, DWSD will be constructing a new wastewater treatment plant. To support and provide appropriate oversight of the project, DWSD is seeking a full-time, project-based Project Engineer. This is an ideal opportunity for anyone who wants to be part of a fast-paced and innovative organization while having the stability of working at an established utility. This position will report directly to the Construction Manager.

We are looking for a candidate with a strong understanding of water and wastewater capital construction and project management. We are a small team so you will be challenged to participate in a variety of duties required for a utility to function.

As a Project Engineer you will support the Construction Manager in the following:

Stakeholder Relations

- Foster cooperative relationships with partner entities, residents, governments, contractors, and consultants.
- Support engineering team in permitting efforts.

Project Management

- Procure and manage consultant and construction contracts to execute construction projects.
- Review and provide input on design documents.
- Learn local permitting requirements and work with the team to assure compliance.
- Recognize and develop strategies to mitigate risks in contracts, technical specs, and operations.
- Actively monitor progress, quality, safety, and adherence to project schedules.
- Provide construction oversight and resolve complex construction project related issues, disputes, and disagreements
- Develop procedures and protocols to measure and report on project performance
- Review and approve contractors, architects, and engineers' payment applications.
- Manage the budget for contingencies, unforeseen issues, and scope changes
- Coordinate project quality, schedule, and startup activities with the Operations team.

Document Management

- Manage project document management and coordination, including construction documents, permits, contractor submittals and transmittals, RFIs, delivery coordination, change orders, minutes of meetings.
- Facilitate processes and communications between the site project team, engineering team, and partners.
- Maintain thorough documentation of project activities, correspondence, and decisions
- Provide regular status reports highlighting key milestones, challenges, and accomplishments

- Prepare and present updates to the Capital Programs Manager and other stakeholders as required

Quality Assurance and Testing

- Maintain documents in the project record-keeping platform for accurate real-time reporting.
- Perform inspections of installed work and stored materials.
- Procure and manage testing and inspection consultants, coordinate with engineers as needed.
- Coordinate with Operations team for their input and approval of critical equipment installation.

This position performs other related duties and functions as may be delegated, assigned, or required. The statements contained herein reflect general details necessary to describe the primary and delegated responsibilities of the job as Dominion Water & Sanitation Construction Manager but are not an all-inclusive listing of work requirements. The Construction Manager may be required to perform other tasks deemed necessary to complete the job.

Qualifications

- Working knowledge of office software (MSWord, MS Project, Excel, and PowerPoint).
- Record keeping - Excellent skills in documenting site conditions, costs, schedule changes, and contract changes.
- Familiarity with project schedules, utilizing Procore, Microsoft Project, Primavera P6, or equivalent software.
- Ability to conduct on-site project evaluations and travel to meetings either within or outside DWSD Service Area.
- Ability to manage multiple contracts at the same time
- Must be able to effectively communicate in person, by telephone and email.
- Must be able to effectively work in minimally supervised and/or unsupervised environments. Ability and willingness to follow up on issues until final resolution is achieved.
- Must possess a valid Driver's license.

Education And Experience

- 3+ years of experience in construction management is required.
- Experience working directly for a municipality, water district, general contractor or consulting firm providing services to a municipality government preferred.

Work Environment:

DWSD is a dynamic and positive place to work with passionate employees. DWSD provides excellent benefits including 100% employer paid health insurance, dental and vision. We provide 9 paid holidays and a voluntary 457b retirement program with up to 7% match. This position provides 20 days of PTO each year.

This job operates in both a professional office environment and at construction sites. The successful candidate will be required to work from Dominion's office setting located near I-25 and Arapahoe Road in Arapahoe County and at various construction sites in Douglas County.

The performance of this position requires exposure to construction areas which require the use of personal protective equipment (PPE) including protective footwear, reflective vest, a hard hat, and safety glasses. PPE will be provided by DWSD.

Submit Resume to info@dominionwsd.com