

## **Engineer**

**Locations: 4610 Beecher Rd, Flint, MI 48532**

**Applications are required for consideration for this position.** Resume submission alone is not an application for a position. An individual must complete our standard application form and provide proof of certificates and licenses required for the posted position.

**Genesee County Water and Waste Services has one (1) position open at the above facility in Flint, MI for an Engineer.** General statement of duties: *Graduate Engineer:* Receives on the job training in an effort to be P.E. exam ready in 4 years. Performs plan review (site plan and construction plan for new development in the County for the connection to public water and sanitary sewer) and supports other assigned engineering work associated with water and wastewater utilities and other Division facilities under the general supervision of a designated supervisor. Working conditions (see work environment below) will consist of normal office environment with little, if any, discomfort due to heat, dust, noise and the like. Work involves regular travel to construction sites throughout the County with some exposure to adverse weather, fumes, odors, dust, bodily injury, electrical hazards, confined spaces, and the like. *Plan Review Engineer:* Functions as project engineer responsible for assisting in oversight and coordination of engineering and consulting firms under contract with the Division. Responsible for planning, design and construction of upgrades, enhancements and expansions to Division's water distribution and sanitary sewer systems. Assists with SRF, DWRF and ARPA funding as needed. *Project Engineer III:* Functions as project engineer responsible for assisting in oversight of the planning, design and construction of treatment plant upgrades, enhancements and expansions assuring compliance with related regulatory standards and permit requirements. Assists with SRF, DWRF and ARPA funding as needed.

**Applicants must meet the following minimum qualifications to be considered for an interview:**

### ***JOB QUALIFICATIONS: (ALL):***

- Must have a valid Michigan driver's license and qualify to drive a Division vehicle in compliance with the Division Driver Policy

### ***JOB QUALIFICATIONS (Graduate Engineer):***

- Bachelor's degree in Civil Engineering, Environmental Engineering or other acceptable engineering disciplines.
- Proficient using Microsoft Office
- Proficient using AutoCAD
- Interpersonal skills necessary to work productively with all levels of staff, engineering firms, external contractors, local municipal customers, and regulatory agencies. The incumbent is also required to handle problem situations in a tactful, courteous and respectful manner.
- Analytical ability and mathematical aptitude to identify appropriate course(s) of action to correct a variety of structural design, operational, and process issues in a cost-effective and timely manner.
- Computer skills necessary to perform assigned tasks.
- Mental ability to adapt and respond to multiple priorities/demands and handle pressures related to completing projects on time and within budget and dealing with concerns of the general public.
- Ability to appropriately manage your time.
- Physical ability to conduct construction site inspections and perform field survey work.
- Must be legally authorized to work in the United States without any employer-sponsored petition for a visa.
- Fundamentals of Engineering (FE)/Engineer in Training (EIT) certification preferred.
- Working knowledge of GIS, UMS, CUSI and database programs preferred
- State of Michigan Construction Storm Water Operator Certification preferred
- State of Michigan Soil Erosion and Sedimentation Control Certification preferred

**JOB QUALIFICATIONS (Plan Review Engineer):**

- All qualifications of the Graduate Engineer as well as those shown below.
- Valid State of Michigan Fundamentals of Engineering (FE)/Engineer in Training (EIT) certificate.
- Two to five years of related utility construction engineering and project management experience.

**JOB QUALIFICATIONS (Project Engineer III):**

- All qualifications of the Project Engineer II as well as those shown below.
- Four to six years of related utility construction engineering experience.
- Current State of Michigan Professional Engineer (P.E.) license.

**PAY SCALE:**

H-8	Graduate Engineer
H-9	Plan Review Engineer
H-10	Project Engineer III

	(A)-Start	(B)-YR 1	(C)-YR 2	(D)-YR 3	(E)-YR 4	(F)-YR 5	(G)-YR 7	(H)-YR 12	(I)-YR 17
<b>H-8</b>	<b>\$34.22</b>	<b>\$35.14</b>	<b>\$36.07</b>	<b>\$36.99</b>	<b>\$37.91</b>	<b>\$38.84</b>	<b>\$39.75</b>	<b>\$40.67</b>	<b>\$41.60</b>
<b>H-9</b>	<b>\$37.44</b>	<b>\$38.46</b>	<b>\$39.46</b>	<b>\$40.49</b>	<b>\$41.50</b>	<b>\$42.52</b>	<b>\$43.55</b>	<b>\$44.56</b>	<b>\$45.59</b>
<b>H-10</b>	<b>\$41.07</b>	<b>\$42.20</b>	<b>\$43.34</b>	<b>\$44.48</b>	<b>\$45.63</b>	<b>\$46.77</b>	<b>\$47.91</b>	<b>\$49.05</b>	<b>\$50.17</b>

Applications are mailed to:  
Genesee County Water and Waste Services, Attn: HR, G-4610 Beecher Rd, Flint, MI 48532  
Applications can be e-mailed to: [hr@gcdcwss.com](mailto:hr@gcdcwss.com)

**Position open until filled**  
**Applications must either accompany or follow resume submission**  
**NO PHONE CALLS. EEO.**



GENESEE COUNTY DRAIN COMMISSIONER  
DIVISION OF WATER & WASTE SERVICES

**JOB DESCRIPTION**

**JOB TITLE:** **ENGINEER** **DEPARTMENT:** **Engineering**

**REPORTS TO:** *Assistant Director of Engineering* **REVISED:** *7.06.2023*

**JOB SUMMARY:** Graduate Engineer: Receives on the job training in an effort to be P.E. exam ready in 4 years. Performs plan review (site plan and construction plan for new development in the County for the connection to public water and sanitary sewer) and supports other assigned engineering work associated with water and wastewater utilities and other Division facilities under the general supervision of a designated supervisor. Working conditions (see work environment below) will consist of normal office environment with little, if any, discomfort due to heat, dust, noise and the like. Work involves regular travel to construction sites throughout the County with some exposure to adverse weather, fumes, odors, dust, bodily injury, electrical hazards, confined spaces, and the like. Plan Review Engineer: Functions as project engineer responsible for assisting in oversight and coordination of engineering and consulting firms under contract with the Division. Responsible for planning, design and construction of upgrades, enhancements and expansions to Division's water distribution and sanitary sewer systems. Assists with SRF, DWRF and ARPA funding as needed. Project Engineer III: Functions as project engineer responsible for assisting in oversight of the planning, design and construction of treatment plant upgrades, enhancements and expansions assuring compliance with related regulatory standards and permit requirements. Assists with SRF, DWRF and ARPA funding as needed.

**PRIMARY DUTIES & RESPONSIBILITIES (Graduate Engineer):**

- Performs under the guidance of the Assistant Director of Engineering or their assigned designee.
- Inspects construction work in progress for conformance with plans and specifications.
- Monitors site work and prepares status reports for the department
- Review site and construction plans for conformance with Division specifications and standards.
- Reviews 451 of Part 41 and 399 permit applications under the guidance of the Plan Review Engineer, Project Engineer II or Project Engineer III.
- Performs analysis of residential equivalent unit (REU), County Capital Improvement Fees (CCIF) for new and existing customers by conducting site visits.
- Assists in analyzing and interpreting data relative to the Division peak meter program.
- Assists in making application to other governmental agencies for required construction and regulatory permits.
- Maintains and utilizes: engineering files, record drawings and other relevant documents, hydraulic network computer models, utility maps, GIS computer files, engineering databases, AUTOCAD files, and other engineering systems in the performance of work.
- Conducts site inspections as needed to identify any potential problems and to aide in the completion of plan review
- Assists SESC staff in the field as needed or with the review and issuance of applicable SESC permits
- Must stay current with local, state and federal mandates related to public water and sanitary system operations.
- Attends pre-construction meetings and performs other duties as assigned.
- Performs other duties as assigned.
- Performs special projects as assigned.

**PRIMARY DUTIES & RESPONSIBILITIES (Plan Review Engineer):**

- All duties of the Graduate Engineer as well as those shown below.
- Reviews site plans, plats, and commercial, industrial and residential development drawings and construction drawings for compliance with WWS construction and material standards. Issues required S-permits in accordance with Department Policies.
- Assists in the planning, evaluation, design, and construction management of various projects and studies for the Division of Water and Waste Services.

# ENGINEER

- Assists in the development of drawings, specifications, cost estimates and bid documents for the acquisition and construction of water and wastewater system extensions and improvements.
- Checks and reviews the design documents of consultants for constructability and compliance with established Division standards. Makes application to other governmental agencies for required construction and regulatory permits.
- Updates and maintains utility record information utilized in hydraulic network computer models and GIS mapping applications.
- Performs and assists in field survey work.
- Functions as project engineer responsible for assisting in oversight and coordination of the planning, design and construction of large-scale water distribution and sanitary sewer system upgrades, enhancements and expansions assuring compliance with related regulatory requirements as directed.
- Reviews construction design plans from engineering or architectural firms for constructability and to assure compliance with the Division's standards.
- Prepares required construction and regulatory permit applications for assigned projects.
- Administers contractual agreements with contracted engineering firms and external contractors responsible for planning, design and construction of upgrades, enhancements and expansions; works cooperatively with consultants and contractors to resolve problems and issues as necessary as directed
- Reviews technical work to assure compliance with approved plans/specifications and regulatory requirements; initiates corrective action as necessary
- Investigates and resolves construction-related issues and concerns in a cost-effective and timely manner.
- Works cooperatively and maintains communication with engineering firms, external contractors, and governmental agencies to coordinate activities, resolve problems and exchange information regarding assigned construction projects.
- Performs field survey work and site visits as necessary.
- Maintains construction management and engineering files of reports, record drawings, videos and other relevant documentation.
- Prepares grant applications for external funding of the Division's capital improvement projects.
- Reviews and approves shop drawings, field change directives, pay estimates and applications from contractors and outside consultants.
- Responds to customer questions and complaints relating to water and sewer system design and construction.
- Assembles and correlates data and prepares routine technical reports needed for operational areas and planning purposes.
- Inspects construction work in progress for conformance with plans and specifications.
- Assists in preparation of long and short-range master planning studies for water distribution and wastewater collection and treatment facilities.
- Runs computer simulations as required to confirm adequacy of existing facilities to meet proposed development.
- Conducts pre-construction conferences and progress meetings.
- Utilizes utility maps, Citi-works, and GIS computer files.
- Analyzes Act 399, and Part 41 of Act 451 capacity reports and permit applications.
- Maintains current knowledge of local, state and federal mandates related to public water and sanitary system operations.
- Utilizes hydraulic network computer models, utility maps, GIS computer files, engineering databases, AUTOCAD files, and other engineering systems in the performance of work.
- Coordinates with MISS DIG as needed.

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## **PRIMARY DUTIES & RESPONSIBILITIES (Project Engineer III):**

- All duties of the Project Engineer II as well as those shown below.
- Functions as project engineer responsible for assisting in oversight of the planning, design and construction of treatment plant upgrades, enhancements and expansions assuring compliance with related regulatory standards and permit requirements.
- Participates in the procurement of external engineering contract services including preparation of drawings, specifications, cost estimates and related bid package documents.
- Assists in preparing required construction and regulatory permit applications for system improvements and extensions.
- Reviews construction design plans received from external contractors for constructability and to assure compliance with GCDC standards.
- Inspects work in progress and upon completion to monitor conformance with approved plans/specifications and regulatory requirements; initiates corrective action as necessary.
- Investigates and resolves construction-related issues and concerns in a cost-effective and timely manner.
- Compiles and assembles operating data and statistics for technical reporting purposes.
- Conducts wastewater treatment facility planning studies to assure adequate facility capacity; recommends system upgrades, enhancements and/or expansions as appropriate.
- Updates and maintains computer models for sanitary sewer and water distribution, engineering data bases, AUTO CAD files, and other engineering systems in the performance of work duties.
- Attends pre-construction conferences and progress meetings for assigned projects.
- Works cooperatively and maintains communication with engineering firms, external contractors, and governmental agencies to coordinate activities, resolve problems and exchange information regarding assigned construction projects.
- Provides technical assistance and consultation to plant staff in addressing a variety of engineering issues.
- Maintains construction management and engineering files of reports, record drawings, videos and other relevant documentation.
- Reviews and processes pay estimates and applications from contractors and outside consultants.
- Maintains current knowledge of local, state and federal mandates related to wastewater treatment plant operations.

## **JOB QUALIFICATIONS: (ALL):**

- Must have a valid Michigan driver's license and qualify to drive a Division vehicle in compliance with the Division Driver Policy

## **JOB QUALIFICATIONS (Graduate Engineer):**

- Bachelor's degree in Civil Engineering, Environmental Engineering or other acceptable engineering disciplines.
- Proficient using Microsoft Office
- Proficient using AutoCAD
- Interpersonal skills necessary to work productively with all levels of staff, engineering firms, external contractors, local municipal customers, and regulatory agencies. The incumbent is also required to handle problem situations in a tactful, courteous and respectful manner.
- Analytical ability and mathematical aptitude to identify appropriate course(s) of action to correct a variety of structural design, operational, and process issues in a cost-effective and timely manner.
- Computer skills necessary to perform assigned tasks.
- Mental ability to adapt and respond to multiple priorities/demands and handle pressures related to completing projects on time and within budget and dealing with concerns of the general public.
- Ability to appropriately manage your time.
- Physical ability to conduct construction site inspections and perform field survey work.
- Must be legally authorized to work in the United States without any employer-sponsored petition for a visa.
- Fundamentals of Engineering (FE)/Engineer in Training (EIT) certification preferred.

# ENGINEER

- Working knowledge of GIS, UMS, CUSI and database programs preferred
- State of Michigan Construction Storm Water Operator Certification preferred
- State of Michigan Soil Erosion and Sedimentation Control Certification preferred

## **JOB QUALIFICATIONS (Plan Review Engineer):**

- All qualifications of the Graduate Engineer as well as those shown below.
- Valid State of Michigan Fundamentals of Engineering (FE)/Engineer in Training (EIT) certificate.
- Two to five years of related utility construction engineering and project management experience.

## **JOB QUALIFICATIONS (Project Engineer III):**

- All qualifications of the Project Engineer II as well as those shown below.
- Four to six years of related utility construction engineering experience.
- Current State of Michigan Professional Engineer (P.E.) license.

## **MENTAL, PHYSICAL REQUIREMENTS & WORKING ENVIRONMENT (ALL):**

- Mental ability to adapt and respond to multiple priorities/demands and handle pressures related to completing projects on time and within budget and dealing with concerns of the general public.
- Physical ability to conduct construction site inspections and perform field survey work.
- Normal office environment with little, if any, discomfort due to heat, dust, noise and the like.
- Work involves occasional travel to construction sites throughout the County with some exposure to adverse weather, fumes, odors, dust, bodily injury, electrical hazards, confined spaces, and the like.
- This position shall not work remotely or virtually.

## **WAGE SCALE:**

H-8	Graduate Engineer
H-9	Plan Review Engineer
H-10	Project Engineer III

*This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Chief Deputy Drain Commissioner

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Division Director