

PENNICHUCK WATER JOB POSTING(Non-Union)

Position: Civil Engineer/Distribution Engineer (2024-39)

Department: Engineering

Number of Positions Available: 1

Anticipated Start Dates: Winter 2025

Salary Level: 6/7

Supervisor: Director of Engineering and Environmental Services

Salary Range: 6 – Min - \$66,905

Midpoint - \$81,591

7 - Min.- \$76,940

Midpoint - \$93,830

Posting Begins: October 4, 2024

Posting Ends: February 1, 2025

JOB SUMMARY:

The Distribution Engineer works in collaboration with the engineering department and under the administrative supervision and general direction of the Principal Distribution Engineer to work with local city/municipal engineering departments to take water distribution projects from conceptual design to design completion, including preparation of plans, specifications, and contract documents.

ESSENTIAL FUNCTIONS:

Engineering Design & Technical Support

In accordance with customer needs and industry and company specifications, design, plan and execute water distribution projects.

- Plan and design water distribution system installations and improvements; prepare detail plans and specifications for project bidding.
- Evaluate the distribution network using hydraulic modeling, master plan and fire flow tests.
- Review and make recommendations for the approval or rejection of contractor shop drawings.
- Provide technical assistance during construction and project close out.
- Provide technical support to all Company departments.

Project Management

Plan, execute, and manage engineering resources to effectively meet deliverables within established budget and timeframe.

- Provide project level supervision to engineering staff as well as subcontractors.
- Review developer proposals.
- Prepare estimates and schedules of water distribution capital improvement projects.
- Draft contract addenda and document additional project expenses.
- Conduct a quality check of documents, reports and contractor bills to verify accuracy of information and charges.
- Negotiate construction restoration requirements and invoicing with municipal officials and contractors.
- Assist with the development and adjustment of the Company's three-year (or more) capital budget for water main addition or replacement.

PENNICHUCK WATER JOB POSTING(Non-Union)

- Assist the Principal Distribution Engineer in the maintenance of the Company's QCPAC filings with the NH Public Utilities Commission. Conduct a quality check of documents, reports and contractor bills to verify accuracy of information and charges.
- Maintain Pennichuck Water technical specifications.
- Act as Company safety representative on projects. Recognize, identify and document OSHA safety risks and violations. Alert contractors to safety protocols and concerns.

Customer Support & Service

Provide quality customer support to rate payers, engineers, developers and contractors in the fulfillment of duties.

- Attend or organize public meetings, meetings with municipal engineers and customers as required.
- Generate public notifications
- Assist in the response to evaluate and resolve citizen inquiries and complaints.

Asset Management

- Actively participate in the Company's Asset Management Program.

Technical Competence

- Working with manager, continue to expand technical acumen by reviewing appropriate articles and attending both conferences and training programs.

WORK ENVIRONMENT:

This job operates in a professional office environment and on construction sites. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. While on project sites or treatment areas, some exposure to noise, outdoor conditions, vibration, confining work spaces, unsanitary materials, mechanical hazards and electrical hazards.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary. When outside of the office must be able to sit, stand, kneel, walk, crouch, stoop squat, crawl, twist, climb, and move to various sites.

POSITION TYPE/EXPECTED HOURS OF WORK:

This is a full-time position, and hours of work and days are generally Monday through Friday. Working hours may vary on occasion.

TRAVEL:

Travel is frequent and primarily local during the business day, although some out-of-the-area travel may be necessary.

QUALIFICATIONS:

Education: Bachelor's degree in civil or environmental engineering.

PENNICHUCK WATER JOB POSTING(Non-Union)

Certifications and Licenses

Distribution Engineer

- Engineer-In-Training (EIT) certification.
- Ability to obtain Water Distribution certification level III.
- Valid driver's license.

Senior Distribution Engineer

- Professional Engineer (PE) license.
- Water Distribution certification level IV or ability to obtain within 6 months of hire.
- Valid driver's license.

Experience:

Distribution Engineer

- Three (3) to five (5) years of experience in civil/site engineering.
- Demonstrated understanding and experience in utility, road design, and construction.

Senior Distribution Engineer

- Five (5) to seven (7) years of progressive experience in the utility engineering field working on civil/site projects.
- Advanced experience in utility, road design, and construction.

Skills

Distribution Engineer

- Entry Professional Skills: Requires entry-level knowledge of theories and practices of a professional field. This level of skill is typically reserved for an individual with a four-year degree or with high-level vocational skills demonstrated by a number of years of on-the-position experience. Writes reports using technical data requiring considerable interpretation, developing new methods and procedures. Frequently apply knowledge to practical issues.
- Competence in using GIS Software, GPS Survey Technology, and learning software used for Water Distribution Modeling.
- Solid comfort level with software applications.
- Strong analytical and problem-solving skills.
- Strong technical capacity.
- Solid written and verbal communication skills.
- Solid organizational skills.

Senior Distribution Engineer

- Advanced Professional Skills: The professional theory and practice of the level above but applied at the advanced level of a "seasoned" professional. Requires extensive knowledge of their professional discipline and a working knowledge of related fields. Understands information in several unrelated professional disciplines.
- Strong functional competency with GIS Software, GPS Survey Technology, and Water Distribution Modeling Software (Inovyze).
- Strong comfort level with software applications.
- Strong analytical and problem-solving skills.
- Strong technical capacity.
- Strong written and verbal communication skills.

PENNICHUCK WATER JOB POSTING(Non-Union)

- Strong organizational skills.

Abilities

Distribution Engineer

- Ability to provide supportive advice, analysis, or related services which impact the expense or revenues but with no authority to spend the budget. May collect or process revenues/expenses.
- Ability to make varied decisions. Supervision is present to establish general objectives relative to a specific project, to outline the desired product and to identify potential resources for assistance. Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.
- There is moderate responsibility for making recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of the company.
- Ability to problem solve. Problems are not easy to identify but are like those seen before. Solving them requires judgment such as setting priorities, evaluating results, or coordinating with others. Solutions can often be found by using methods chosen before in similar situations.
- Requires regular contact within the department and with other departments, supplying or seeking information.
- Requires regular external contacts to carry out organization programs and to explain specialized matters. Occasionally requires personal contact with the public involving the enforcement of regulations, policies and procedures.
- Ability to work on varied tasks. Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify but are similar to those seen before. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations.
- Ability to communicate effectively with customers, regulators, subcontractors, and coworkers to achieve project milestones.
- Ability to work with a sense of safety and compliance to regulations.
- Ability to work independently to meet deadlines.
- Willing to be a strong team player.
- Ability to analyze and work with engineering staff to navigate through a variety of complex tasks and problems.
- Ability to use Microsoft Office and standard office equipment to fulfill every-day tasks.
- Willing to perform other duties and tasks as directed by the Principal Distribution Engineer and other management staff.
- Commitment to maintaining a sense of mature responsibility and accountability.
- Ability to maintain a professional demeanor with a reputation for attention to details and follow-through with minimal supervision.

Senior Distribution Engineer

- Ability to have a strong, but not controlling voice in decisions on the budget; can authorize or recommend expenditures within an approved budget. Actions may have a direct contribution on the methods used to generate revenues.
- Ability to make analytic decisions. Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent

PENNICHUCK WATER JOB POSTING(Non-Union)

judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.

- There is major responsibility for making decisions and final recommendations which routinely affect the activities of the company. Position duties may include responsibility for developing strategic plans for one or more departments.
- Ability to problem solve. Problem solving involves identification and analysis of diverse problems; answers are usually found by reviewing standard technical manuals and administrative procedures and modifying them for unusual situations. Guidance is usually provided on what sources to review and solutions are reviewed before acceptance.
- Requires regular contacts to carry out programs and to explain specialized matter. Occasionally requires contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion.
- Requires regular external contacts to carry out organization programs and to explain specialized matters. Also requires continuing personal contact with the public involving the enforcement of regulations, policies and procedures.
- Ability to work on analytic tasks. Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
- Ability to communicate effectively and tactfully with customers, regulators, subcontractors, and coworkers to achieve project milestones.
- Commitment to working with a sense of safety and compliance to regulations.
- Commitment to be a strong team player and collaborate in an effective way.
- Ability to work independently to meet deadlines and plan long-term tasks.
- Commitment to compliance-focus.
- Ability to develop and maintain new and current relationships with internal coworkers and external customers.
- Ability to analyze and work with engineering staff to navigate through a variety of complex tasks and problems.
- Ability to use Microsoft Office and standard office equipment to fulfill every-day tasks.
- Willing to perform other duties and tasks as directed by the Principal Distribution Engineer and other management staff.
- Ability to propose additional solutions and strategies for improved processes when necessary.
- Commitment to maintaining a sense of mature responsibility and accountability.
- Ability to maintain a professional demeanor with a reputation for attention to details and follow-through with minimal supervision.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.