

## KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court  
555 Bay Road, Dover, DE 19901*

Department of Public Works  
Division of Engineering  
Classified, GRADE 11  
40 Hour Week

### ENGINEERING PROJECT MANAGER I

GENERAL STATEMENT OF DUTIES: Performs entry level assistant work to the Public Works Director; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Positions in this class perform engineering work, not requiring a State license, which involves responsibility for completing projects assigned by the Public Works Director with emphasis on construction and/or operations. The work involves the planning and execution of various sewer line and wastewater treatment facility maintenance, upgrade and expansion tasks. The incumbent is expected to make professional judgments in accordance with professional engineering standards and the guidelines established by the Public Works Director. Reports to the Division Manager or Public Works Director.

ADA REQUIREMENTS: This is light work requiring the exertion of up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects; work requires balancing, crouching, feeling, reaching, fingering, handling, grasping, kneeling, lifting, pulling, pushing, reaching, and repetitive motion; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, use of measuring devices, operation of motor vehicles or equipment, and determining the accuracy and thoroughness of work; mental acuity is required to make rational decisions through sound logic and deductive processes; the worker is not typically subject to adverse environmental conditions.

EXAMPLE OF WORK: (Illustrative only)

Conduct the necessary procedures to create street lighting and garbage collection districts;  
Conduct the necessary procedures to create/extend sanitary districts and provide for the transfer of pumping stations to the County;  
Inform interested persons of requirements for sewer infrastructure and pumping station connections and capacity expansions;  
Assist with preparation of bid documents, which contain technical specifications and scopes of work for contract construction and professional services;  
Determine engineering feasibility, study desired results and conclusions, and present recommendations in report format;

Conduct correspondence with regulatory agencies, general public and other interested persons;  
Determine sewer capacity availability and requirements for new developments;  
Works with State Department of Transportation on the advisability of sewer locations.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Considerable knowledge of the principles and practices of civil engineering as related to the preparation of plans and specifications in construction of sewer infrastructure projects; good knowledge of land and engineering survey systems, methods and techniques; good knowledge of construction materials and of approved standards of safety as related to structural designs and specifications; demonstrated ability to supervise engineering technicians and other personnel; ability to establish and maintain effective relationship with coworkers, supervisors, and the public; working knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND EDUCATION: Associate's degree from an accredited two year college in engineering and good knowledge of the fundamentals of hydraulics and hydrology; or any combination of experience and training which provides the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: Possession and retention of valid motor vehicles operator's license issued by the State of Delaware; good driving record required to retain position. All motor vehicle violations shall be reported to supervisor immediately. Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

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Employee Acknowledgement

Eff. 10/01/07

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