



BRODHEAD CREEK REGIONAL AUTHORITY

www.bcrwater.com

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Associate Staff Engineer

The Brodhead Creek Regional Authority (BCRA) is currently accepting applications for the position of Associate Staff Engineer. This position is located in Monroe County, PA.

The Brodhead Creek Regional Authority is a public, non-profit, water and wastewater Authority located in Stroud Township, Monroe County, PA. The applicant must possess a bachelor's degree from an accredited college or university in civil engineering with four to eight (4-8) years' experience in water/wastewater engineering. AutoCAD and advanced Microsoft Office skills with an emphasis on spreadsheet operations is needed; ArcGIS experience is helpful but not required.

Applicants must have a current E.I.T. certificate and a valid PA driver's license.

The position offers a comprehensive benefits package and defined benefit retirement plan. Visit www.bcrwater.com for full job description. Please contact Randi Alejandro with questions or submit your resume to ralejandro@bcrwater.com. Resumes and applications accepted through April 12, 2019. BCRA is an EOE.

Classification: Exempt
Position Title: Associate Staff Engineer
Reports to: Engineer/Operations Manager
Date: March 2019

POSITION SUMMARY:

This position is responsible for project engineering relating to the planning, design, construction and capital improvement projects/operational aspects of water and wastewater facilities, often as part of a project team and under the supervision of the Engineer/Operations Manager.

The Entry-Level Staff Engineer will be responsible for completing assigned tasks under the direction of the Engineer/Operations Manager in relation to water and wastewater capital improvements and construction projects with respect to existing and new facilities. Supervision, guidance, and coordination of work is provided to support staff, construction inspectors, contractors, technicians and/or administrative staff in connection with project related matters, as necessary.

ESSENTIAL FUNCTIONS:

- Assists engineers with water and wastewater construction projects and performs a variety of other engineering functions under direction from supervisor.
- Assists in the preparation of engineering studies and reports.
- Prepares project status reports.
- Prepares permit applications for various agencies and utilities; contacts other organizations to obtain information, input or approval.

- Assists in the preparation of contract documents for project construction.
- Assists engineers with project construction, including specification interpretation and preparation of monthly pay estimates and negotiation of change orders.
- Under direction of supervisor, review waterline connection phases of projects to assist customers in connecting homes and/or businesses to the public water system.
- Perform any other duties that may be assigned by the Engineer/Operations Manager

OTHER FUNCTIONS:

- Obtain easements and rights of way, as needed.
- Participates in the bidding process; assists in analyzing bids and making recommendations for awards.
- Works closely with engineering consultants, contractors, governments, utilities, interested groups, individuals, developers and others in the conduct of projects.
- Will abide by a professional code of ethics to be reviewed by the Manager and approved by the Board.
- Will have no outside employment unless approved by the Board or membership in any organizations that may cause a conflict of interest with his/her position at the Authority.

QUALIFICATIONS:

- Bachelor's degree from an accredited college or university in civil engineering with four to eight (4-8) years' experience in water/wastewater engineering.
- Coursework in survey, soil mechanics, hydraulics and water resource engineering, highway engineering, construction engineering, and engineering economics
- Working knowledge of the principles and practices of civil engineering with special reference to water and wastewater engineering.
- Working knowledge of surveying, design, standard engineering calculations and mathematics.
- Ability to apply the principles and practices of civil engineering to utility project management and related engineering duties.
- Excellent organizational, project, and construction management skills.
- Ability to express oneself, clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective working relations with a variety of public and private organizations, groups and individuals.
- Ability to work harmoniously with co-workers, supervisors, managers, and the public.
- E.I.T. certificate is required
- Advanced Microsoft Office skills with emphasis on spreadsheet operations.
- AutoCAD and ArcGIS experience preferred.
- Possession of a valid Pennsylvania driver's license.

PHYSICAL DEMANDS:

Job requires the ability to work at a desk for extended periods. This position also requires the ability to work outside in all types of adverse weather conditions, including heat, rain, snow, and cold. Position requires being on your feet, walking, stretching, lifting and moving. Must be able

to enter and inspect utility trenches and/or project sites. Must have the ability to carry a load of 20 pounds for 1,000 feet over uneven terrain.

WORKING CONDITIONS:

- This is a full-time position. This position frequently requires long hours and weekend work.
- No smoking is permitted in Authority buildings, vehicles or on worksites. Smoking is permitted during lunch and break times outdoors.
- The Brodhead Creek Regional Authority is an alcohol and drug free area.