

DELAWARE SOLID WASTE AUTHORITY



JOB OVERVIEW

TITLE: ENGINEER I

REPORTS TO: ENGINEER III
FACILITY MANAGER
MANAGER OF ENGINEERING
CHIEF OF FACILITIES MANAGEMENT

JOB CLASS: EXEMPT

LOCATION: VARIOUS

PURPOSE: This position may be responsible for the implementation of multiple engineering projects, serve as a back up to a facility manager as a facility engineer or may work as a Landfill Gas Engineer.

JOB DUTIES

ESSENTIAL TASKS:

Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Manages, plans, organizes, budgets and implements engineering projects.
- Prepares technical reports and data analysis using computer techniques.
- Conducts inspections of projects for contract compliance.
- Prepares monthly reports and associated data.
- Prepares permit applications, correspondence and required reporting to state and federal authorities.
- Directs specific studies and research projects.
- Coordinates efforts with those of other local, state and federal organizations.
- Prepares technical and engineering specifications for engineering projects.
- Provides oversight and quality assurance of engineering projects.
- Assists in long-range planning and recommend policies and goals. Assists in negotiations of contracts.
- Represents the DSWA at technical conferences and act as a liaison with other sections of the Authority, organizations, municipalities, industry, state, interstate, and federal agencies.

ADDITIONAL DUTIES;

- May have supervisor duties.
- Performs other duties as assigned.

QUALIFICATIONS

EDUCATION, EXPERIENCE, AND SKILLS:

Graduation from an accredited college or university with a bachelor's degree in engineering and 2 years of work experience in engineering, preferably the solid waste field.

Must possess valid driver's license and an Engineer Intern Certificate issued by the Delaware Association of Professional Engineers.

Knowledge of the principles and practices of engineering. Knowledge of the methods, techniques and procedures of research, investigation and analysis. Knowledge of mathematical and statistical concepts. Knowledge of applicable state, federal and departmental laws, rules, regulations, policies and procedures. Skills in applying principles and practices of engineering. Skill in conducting field studies, tests, surveys and investigations. Skill in applying mathematical and statistical concepts. Ability to apply federal and state laws, rules and regulations. Ability to prepare statistical and technical reports. Ability to compile data and information. Ability to communicate effectively orally and in writing. Ability to perform economic analyses. Ability to manage employees effectively.

Physical Requirements:

This position requires standing, walking, sitting, gripping or feeling with hands, reaching with hands and arms, climbing or balancing, stooping, kneeling, crouching, or crawling, talking or hearing, tasting or smelling.

This position may require lifting up to 50 pounds.

This position requires close vision (clear vision at 20 inches or less). Distance vision (clear vision at 20 feet or more). Peripheral vision (ability to observe an area that can be seen up or down or to the left and right when vision is fixed on a given point). Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).

This position risks exposure to indoor environment, outdoor environment, noise, extreme temperatures, moisture and/or humidity, dust, fumes, gases, electrical hazards, mechanical hazards, and explosive hazards.

SIGNATURES

I certify that this description is a true reflection of the major responsibilities, requirements, and duties of this position. This certification is made with the knowledge that the information is to be used for the purposes of selection, classification, appraisal, and compensation.

SUPERVISOR

DATE

I certify that this description is a true reflection of the major responsibilities, requirements, and duties of this position. This certification is made with the knowledge that the information is to be used for the purposes of selection, classification, appraisal, and compensation.

HUMAN RESOURCES

DATE

I have read this description and understand the major responsibilities, requirements, and duties of this position.

EMPLOYEE

DATE

Delaware Solid Waste Authority is an equal opportunity employer committed to achieving excellence and strength through diversity. The Authority seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires the Authority to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.