

Lower Bucks County Joint Municipal Authority

JOB DESCRIPTION Engineering Assistant II

Summary

This is a technical position providing engineering assistance and assuring regulatory compliance for the water and wastewater systems. Attention to detail is required.

Work is directly supervised by the Managing Director. Assignments are carried out in accordance with established policies and procedures. Duties must be performed with accuracy, confidentiality, discretion, tact, patience, and the ability to take charge of a project from beginning to end.

Duties include but are not limited to:

- Provides technical assistance to both the water and wastewater systems.
- Implement and maintain GIS.
- Prepare engineering plans and specifications.
- Assures compliance with specifications for facility infrastructure improvement projects.
- Develop database to accurately record water and sewer systems infrastructure and ensure its maintained.
- Review and recommend water and/or sewer permit applications to ensure compliance with current engineering standards, as required.
- Provides support to plant laboratories in terms of compliance with state and federal regulations.
- Assist in operation and supervision of plant laboratories including standard operation procedures and quality control as needed.
- Review monthly reports required to be filed by the water and sewer operations as needed.
- Coordinate/update emergency preparedness and response plans, as required.
- Consults with Pretreatment Coordinator on matters of concern.
- Prepare/update Standard Operation Procedures for the water and wastewater system as required.
- Attend monthly Board and committee meetings as required.
- Prepares grant and loan applications.
- Performs all other duties as required or as directed.

Required knowledge, skills, and abilities:

- Advanced knowledge of the operation and water and wastewater systems and equipment used.
- Thorough knowledge of environmental regulations.
- Knowledge of occupational hazards involved and company and industry safety standards.
- Knowledge of industrial wastewater pretreatment requirements.
- Knowledge to plan and evaluate plant operations, mechanical and electrical maintenance.
- Knowledge of industrial waste and its effects on treatment processes and equipment.
- Knowledge of capital improvement budgets.
- Knowledge of laboratory's methods, policies, and requirements including basic chemical and biological processes.

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- Ability to evaluate and interpret a wide variety of engineering and other technical plans, drawings and/or data.
- Ability to interpret plans, prints and drawings.
- Ability to apply principles of logic to define problems, collect and analyze data and draw valid conclusions.
- Advanced knowledge and comprehension of basic business principals, practices and procedures, English grammar, punctuation, and business letters/ correspondence to communicate clearly and effectively, orally and in writing.
- Proficient in mathematical computations and proofread for accuracy rapidly.
- Ability to establish and maintain effective working relationships with customers, co-workers, contractors, associates, vendors, regulatory agencies, etc. Must possess problem-solving and decision-making skills.
- Must have a strong sense of ethics and possess necessary skills to remain focused during tense situations.
- Must be organized and have the aptitude to prioritize and accomplish/complete tasks independently & efficiently while demonstrating a thorough concern for all the areas involved to meet critical deadlines.
- Must have strength and endurance to lift heavy objects and work in adverse weather conditions with potential exposure to weather, fumes, odors, dust, potential toxic conditions, and risk of bodily injury.
- Must possess ordinary ambulatory skills; and the ability to drive, stand, walk, stoop, kneel, crouch, climb ladders, and manipulate (lift, carry, move) weights up to 75 pounds.
- Must possess good hand-eye coordination, arm, hand, and finger dexterity, including ability to grasp, and visual acuity to use a keyboard and the ability to sit, reach with hands and arms, talk, and hear.

Education and experience:

- Five (5) years' experience in Environmental Engineering or related Engineering field.
- A four-year degree in civil engineering, environmental engineering or relevant Engineering field from an accredited four-year college/university.
- Proficient with computer programs including but not limited to: Microsoft Office 365, SCADA, GIS and AutoCAD.
- A valid PADEP Wastewater system Operator License with classes A, E, and a minimum of subclass 1 and PADEP Water System operator license with the required subclasses is preferred or ability to obtain.
- Ability to obtain Professional Engineer (P.E.) registration in the Commonwealth of Pennsylvania.
- Qualifications to serve as laboratory supervisor of a PADEP accredited laboratory, desired.
- Must possess and maintain a valid US Driver's License.