

The Jackson County Water and Sewerage Authority (JCWSA) is hiring for an *Associate Engineer*. The job descriptions and requirements for each are listed below. All interested parties who are qualified for either position are encouraged to apply by sending a resume to K. Long (HR Manager) at hr@jcwsa.com and N. Hester (Engineering Manager) nhester@jcwsa.com. All candidates selected for an interview are subject to a comprehensive background check and drug screening. Jackson County Water and Sewerage Authority is an equal opportunity employer and utilizes E-verify.

JCWSA is an excellent place to work offering outstanding benefits including medical, dental, vision, and retirement. The JCWSA staff are a professional and courteous team with an emphasis on providing a quality service to our customers and being responsible stewards of JCWSA funds/facilities. The professional development of the staff is a priority, and our low turnover is a testament to the JCWSA work environment and leadership.

ASSOCIATE ENGINEER POSITION DESCRIPTION

General:

Under direction from the Authority Engineer performs difficult professional and technical engineering work in the areas of planning, design, bidding, construction management, construction administration, and construction inspection. Conducts studies, prepares bid documents, analyzes data and prepares reports on a wide variety of Authority projects/operations; and performs related work as required.

The individual must be highly responsible and detail oriented with high ethical standards, being honest and impartial and serving with fidelity the Authority. The Associate Engineer must also deal tactfully and courteously with the public, developers, engineers, contractors, and elected officials providing complex, technical administrative support to the Authority Engineer.

Duties:

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample, yet not all-inclusive, of the level of work appropriate to this job.

The employee shall:

- Prepare of planning reports, project schedules, designs, construction plans, cost estimates, specifications and bidding documents for a variety of Authority projects
- Conduct research and prepare reports on long-range projects to assure successful operation of water and sewer systems
- Perform plan reviews to ensure all Authority engineering and construction standards and policies are being complied with
- When performing plan reviews, apply codes and standards, factors of safety, accepted design criteria, and other established procedures that serve to protect public health, safety and welfare
- Provide periodic construction observation of subdivisions, apartment complexes and shopping centers as additions to the public water and/or sewer system
- Assist Authority Engineer with all requests for information
- Work with the Authority Engineer on special projects
- Feasibility studies

- Field investigations and engineering data collection
- Engineering reports
- Engineering design
- Contract documents
- Estimates of probable construction cost
- Construction administration and observation
- Benefit-cost analysis
- Preparation of operation and maintenance manuals, and value engineering
- Monitoring of progress on construction projects
- Loan or grant applications for Authority capital improvement projects
- Prepare encroachment permits and coordinate with other agencies, such as the Georgia Department of Transportation and the Jackson County Planning Department
- Interpret and apply Federal, State and Local policies, laws and regulations
- Perform all duties in accordance with local, state and federal law and follow generally accepted and professional procedures, making sure that such procedures are based upon reasonable and substantiated information
- Maintain and improve water and sewer system computer models as requested by the Authority Engineer
- Assist the Authority Engineer in fieldwork operations including hydrant flow testing, land surveying, water/sewer facility locating and measurement, general water/sewer repairs and/or adjustments, etc. as required.
- Assist Authority Engineer in the preparation of yearly reports to EPD
- Perform any and all related duties and responsibilities as directed by the Authority Engineer

Mandatory Qualifications:

The Associate Engineer shall possess:

- A Bachelors degree in Engineering or Engineering Technology from an accredited college or university (ABET accreditation or equivalent) with major course work in civil, agricultural, environmental, sanitary engineering, or a closely related field
- Current recognition as an Engineer in Training (EIT) or Professional Engineer Intern (PEI) in any state is preferred or licensed Professional Engineer (PE) in any state
- A valid Georgia Drivers License with good driving record or ability to obtain one
- The ability to communicate clearly and concisely, both orally and in writing
- Knowledge of computer software and mobile devices commonly used in a water/sewer engineering environment

Physical Requirements:

Work will be divided between the office and field. Extended periods of sitting or walking will be required. Infrequently, sufficient physical strength may be required to move up to fifty (50) pounds including mobility necessary to use stairs and ladders.

Salary range: \$70,000-\$100,000