



Utility Project Engineer - Sewer Capital Program

J o b D e s c r i p t i o n

JOB INFORMATION

Approved Date:	10/17/2025 2:46:50 PM
Working Title:	Utility Project Engineer - Sewer Capital Program
Job Family:	Engineer
Classification:	Engineer 1

ORGANIZATION

Department:	Public Works
Cost Center/Program:	410100 - Sewer Construction - System Expansion & Administration
Exemption Status:	Non Exempt
Union:	Not Represented

JOB SUMMARY

The responsibilities of this classification include performing professional survey, civil or mechanical engineering work or professional land survey work that is routine or basic in nature. Incumbents in this position apply basic engineering principles and methods in assigned project areas.

Distinguishing Characteristics

This is the first level within a four-level Engineer classification series. It is distinguished from the Engineer 2 position in that an Engineer 1 incumbent performs basic or routine professional engineering work requiring the application of engineering principles and analytical or highly technical methods in one or more assignment areas. Duties are based on broad academic knowledge of general engineering principles and practices. Work is typically performed under the direction and guidance of a Professional Engineer.

Career Progression: This position is part of an automatic progression series. Incumbents hired at the Engineer 1 level will progress to Engineer 2 upon obtaining their Professional Engineer (PE) license and demonstrating satisfactory work performance, without the need for reapplication or competitive selection.

The Engineer 1 position provides the Sewer Utility Division with essential engineering support across a wide range of technical and operational activities. This role applies basic to intermediate engineering principles to perform technical calculations, analyses, and design tasks related to sewer infrastructure. Responsibilities include preparing and reviewing engineering drawings, conducting preliminary through final design review, researching and evaluating mechanical equipment replacements, performing quantity takeoffs and cost estimates, and providing field oversight during construction.

The incumbent must have a solid understanding of sewer system design and construction, including the ability to correctly apply Federal, State, and County regulations, standards, and building codes to ensure project compliance. Proficiency in software such as Revit, Bluebeam, CMMS/asset management systems, and Microsoft Office is required. The Engineer 1 demonstrates professionalism, effective communication, and the ability to develop and maintain positive working relationships with colleagues, consultants, and contractors.

JOB FUNCTIONS

Essential Functions

Essential Function	% TIME
Technical input for design and contract documents on Capital and Developer projects for compliance with Department of Ecology (DOE) Criteria for Sewage Works Design requirements, Washington State Department of Transportation (WSDOT) Road and APWA standards, Kitsap County Sewer and Road standards, and required building, electrical, and plumbing codes. Provide technical review of contractor and vendor equipment and material submittals, Operation & Maintenance Manuals,	20%

Essential Functions

Essential Function	% TIME
Operation Manuals and Record Drawings for completeness, accuracy, and compliance; including updating of existing facility record documents reflecting changes caused by upgrade projects.	
Record document and field research and verification, including the coordination and development of field data for existing equipment, systems and conveyances. Including compilation of both new and existing equipment and system data for Operations/Maintenance CMMS program and Collections/Conveyance asset management program.	20%
Review preliminary and final construction drawings, specifications, cost estimates, and material take-offs to ensure readiness for equipment procurement and construction of Small Works or in-house corrective maintenance projects. This includes conducting research and performing sizing and selection of equipment and materials. Prepare technical reports documenting field findings, material research, and engineering evaluations related to piping systems, sewage pump stations, and wastewater treatment processes. Develop design and record drawings, specifications, quantity take-offs, and engineering or statistical calculations using industry-standard software tools. Review field inspection reports to monitor contractor progress and deficiencies, ensuring quality and compliance. Evaluate and provide recommendations on contractor submittals, change requests, and close-out documentation. Use Excel to track project budgets, payment applications, and financial progress throughout the project lifecycle.	40%
Perform construction field inspection and project engineering to assure compliance with contract documents, including providing daily observation reports, field quantities, and analysis and documentation of field changes. Field work includes facility and equipment startup, testing, and commissioning support and verification, and the development of testing checklists and testing parameters.	20%

Required for All Jobs

Performs other duties as assigned
Complies with all policies and standards

This Job is Essential	☒
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QUALIFICATIONS

Education			
Education Level	Education Details	Required/Preferred	
Bachelor's Degree	in related engineering or construction management field	Required	or

Work Experience

Experience	Experience Details	Required/Preferred	
	Registered as an Engineer in Training (EIT) (Land Surveyor in Training (LSIT) for Survey positions);	Required	or
4 years	of related engineering experience working under the direct supervision of a licensed Professional Engineer (PE).	Required	
2 years	of experience in sewer, stormwater, or water infrastructure engineering and construction under supervision of a licensed Professional Engineer	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
	Registered as an Engineer in Training (EIT) (Land Surveyor in Training (LSIT) for Survey positions)		Preferred	
	Engineer-in-training certification.			
DL NUMBER - Driver License, Valid and in State	Driver operates County-owned vehicles.			

Equivalency

Knowledge, Skills and Abilities

KSAs				
Appear for scheduled work and complete assigned tasks within a reasonable period of time.				
Establish and maintain effective working relationships with others using tact, courtesy and good judgment.				
Maintain confidentiality and adhere to policy and procedures of the county and department.				
Communicate effectively orally and in writing.				
Utilize various computer applications specific to the department including databases, word processing, document imaging, spreadsheets, and web-based systems for entering, retrieving and researching data and records.				
Physically perform assigned duties and essential functions of the position.				
Knowledge of principles, practices and techniques used in design, drafting, and civil engineering as they relate to sewer system infrastructure.			High	
Knowledge engineering mathematics.			Medium	
Knowledge of engineering plans, maps, specifications and drafting terminology and symbols.			High	
Knowledge of engineering principles, practices, materials and equipment involved in the design and estimating of assigned projects.			High	
Knowledge of standard utility and roadway infrastructure construction methods and requirements.			Medium	
Knowledge of local, state, and federal manuals, such as Washington State Department of Transportation Specifications for Road, Bridge, and Municipal Construction, Department of Ecology Criteria for Sewage Works Design, mechanical and electrical codes, and permitting requirements.			High	
Skilled in computer aided design and drafting (CADD) and MS Office Suite, and other software applications.			High	
Skilled in reading and interpreting complex construction plans and specifications.			High	
Ability to perform technical layout and design work, computations, prepare accurate estimates, and compile engineering data and statistics.			High	
Ability to effectively plan and organize work and complete tasks within prescribed time frames.			High	
Ability to understand and carry out oral and written instructions.			High	
Ability to communicate effectively orally and in writing.			High	
Ability to appear for scheduled work with regular, reliable, and punctual attendance.			High	
Ability to work various shifts, evenings, weekends, holidays and overtime as required.			High	
Ability to work independently and establish priorities.			High	
Ability to establish and maintain cooperative, effective, and productive working relationships using tact, patience and courtesy with other employees, contractors, and the public.			High	
Ability to utilize various computer applications, databases, word processing, spreadsheets and web-based systems for entering, retrieving, managing and researching data and records.			High	
Ability to read, interpret and prepare technical and complex engineering plans, drawings, schematics, estimates and specifications.			Medium	

• Certification: A copy of the Engineer in Training Certificate; or • Education: Official transcripts from an ABET Accredited School of Engineering' or • Experience: Complete a verification form and submit it during the application process. The form includes verification of the work performed under the direct supervision of the Professional Engineer, Professional Engineer signature and PE stamp/seal or a copy of their current license; or • Combination of Education and Experience: Official Transcripts from an ABET Accredited School of Engineering and complete a verification form and				
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Core Competencies

Demonstrates values-based competencies in line with the core values that are the foundation of all activities performed by employees in order to achieve the Mission of the Company:

Time Management	Uses their time effectively and efficiently; values time; concentrates their efforts on the more important priorities; gets more done in less time than others; can attend to a broader range of activities.
Drive for Results	Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom-line oriented; steadfastly pushes self and others for results.
Customer Focus	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.

Remote Employment

Remote Employment Type:	
Remote Employment Text:	

Weight Bearing Activities

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
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Other - Non-Weight Bearing

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
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Lifting/Carry/Push/Pull

Lifting

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
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Carry

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
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Pushing

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
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Pulling

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
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Upper Extremity/Arm Movement

	Dominant Arm - Frequency/Percentage Time/ Max Time	Non-Dominant Arm - Frequency/Percentage Time/ Max Time	Examples of how activity is performed
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Cervical Spine/Neck Movement

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
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Upper Extremity/Hand Activities

	Dominant Arm - Frequency/Percentage Time/ Max Time	Non-Dominant Arm - Frequency/Percentage Time/ Max Time	Examples of how activity is performed
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Sensory Functions (See, Hear, Smell)

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
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Working Conditions

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
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Mental/Psychological Demands

Mental/Psychological Demands	Required Yes/No (Blank)	Examples
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Operational Equipment

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
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Other Requirements

PRE-EMPLOYMENT EXAMS

POST-EMPLOYMENT

COMPENSATION

Annual Max:	\$0.00
Annual Min:	\$0.00
Hourly Max:	\$0.00
Hourly Min:	\$0.00