

## **METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION**

**CLASSIFICATION TITLE: FACILITY ENGINEER 2**

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform professional public works engineering work involving technical assistance and support of utility operations and maintenance. Work involves responsibility for the development of engineering solutions to technical and operational problems. Duties include analyzing and solving a wide variety of production, operations, and other technical problems in civil, mechanical, environmental, and/or electrical systems. The position also has the responsibility for making very difficult technical, operating and maintenance systems decisions. This work requires that the employee have considerable knowledge, skill and ability in civil, mechanical, environmental, and/or electrical engineering as applied to utility systems and technologies. Classification typically reports to an Assistant Manager or Manager.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; confers with assigned staff, assists with complex/problem situations, and provides technical expertise.

Analyzes and develops solutions to a wide variety of production, processing, operations, maintenance and other technical problems in all types of systems. Designs civil, mechanical, environmental, and/or electrical engineering systems and oversees implementation. Provides detailed technical assistance to staff. May direct a small staff on special projects.

Drafts specifications for construction equipment and materials. Researches available resources and assesses applicability to District needs. Evaluates bids and proposed purchases for conformance with District standards and sound engineering practices. Prepares requests for qualifications and proposals. Retains, directs, and coordinates consultants.

Evaluates and develops solutions to issues in systems and processes at facilities or other areas.

Prepares environmental permits and reports for regulatory agencies, as needed. Prepares operational procedures and procedural plans to meet regulatory requirements.

Confers with District officials on technical matters. Advises on engineering standards and practices.

Designs and coordinates modifications to systems and equipment.

Assists in the design of facility and related engineering projects, assists in the design of major projects, and performs assigned administrative tasks. The position also is responsible for making engineering project design and management decisions. This work requires that the employee have knowledge, skill and ability in public works engineering as applied to utility construction projects, and knowledge of civil, mechanical, or electrical engineering principles and practices as applied to utility systems. Reviews project designs and plans of consultants and assures needed corrections to comply with District specifications and requirements.

Assists in managing project development and execution. Assists in scheduling project approvals and construction activities. Prepares documentation and maintains project files.

Monitors construction and facilities and equipment improvements for conformance with specifications and engineering standards. Oversees plant testing, research, and experimentation.

Investigates operational problems that could have an effect on treatment and distribution systems, as needed. Responds to emergency situations, including threats to the environment or operational emergencies.

Serves as Project Manager in scheduling, coordinating, and supervising projects.

Develops, implements, and monitors updates in technology in relation to environmental programs and regulations, as needed.

Assists on special administrative assignments. Carries out administrative procedures. Develops and coordinates maintenance and repair procedures. Prepares training and operational training manuals. Assists in CIP planning. Assists in budget preparation and review. Requisitions equipment, supplies, and labor.

Operates a personal computer, and general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

## **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

Bachelor's degree in civil engineering, mechanical engineering, environmental engineering, electrical engineering, or closely related field; supplemented by four (4) years previous experience and/or training that includes progressively responsible public works or utility engineering and construction management in the area of assignment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain valid Connecticut Department of Environmental Protection Certification for Plant Operation, and/or Connecticut Department of Public Health Class 4 Water Treatment Plant Operator Certification within eighteen (18) months from the date of hire when assigned to departments, where required.

Must have a valid driver's license.

## PERFORMANCE APTITUDES

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## ADA COMPLIANCE

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, wetness, humidity, temperature extremes, or traffic hazards.

*The Metropolitan District Commission is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Commission will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*