

JOB DESCRIPTION

**Job Title:** Staff Engineer

**Pay:** Salary will be determined based on applicable experience

**Work Hours:** Monday – Friday, 8am to 5pm and/or as needed/directed

**Work Duties:**

The Staff Engineer will review and recommend approval of OPC requests. They will review and recommend approval of water and sewer improvements, including recommend acceptance of the improvements for maintenance upon satisfactory construction of improvements. They will perform design work, manage and/or inspect construction projects, review pay applications, review contractor submittals and as required. They will perform assessment of the availability of water and sewer service, as required. They will develop or revise HCUA engineering and construction standards, as required. They will maintain and update the GIS mapping and water model, as required. They will assist or provide support to the operation and maintenance of HCUA’s water and wastewater collection and treatment systems. They will collect information and prepare reports, as assigned. They will provide inspection oversite for major repairs to water or sewer system and appurtenances. They will perform Mississippi One Call Locates of the public sewer system, if/when needed. They will assist and support the operators in performing locate requests. They will provide supervision of HCUA staff and/or contractor employees, when required. They will answer service calls after normal work hours, if needed. They will respond to SCADA alarms, if needed. They will work as directed during times of emergency. They will perform other duties as directed by the Executive Director and/or the Engineering and Construction Manager.

**Minimum Qualifications:**

1. Must have a degree in engineering, construction or another related technical field, as deemed acceptable by HCUA.
2. Must have a minimum of one (1) year construction-related experience with civil utility project(s).
3. Must have a Mississippi driver’s license and be insurable on HCUA policy.
4. Must be able /willing to work in a water/wastewater environment.
5. Must be able to communicate in a polite and effective manner with the public, other employee, contractors and engineers.
6. Must be willing to work regular hours, nights, weekends or emergency conditions as may be required.
7. Must be familiar with engineering/technical software tools such as AutoCAD, ESRI, City Works.
8. Must be able to operate a pickup truck, hand tools and other small equipment like a small submersible pump.
9. Must be able to effectively supervise HCUA staff and contractor employees.

**Desired Qualifications:**

1. Experience with the development of engineering plans and specifications.
2. Water, wastewater collection and wastewater treatment operational knowledge/experience.

**Physical Demands:**

The employee may be required to spend a significant amount of their time working outside and therefore must be able to work in natural weather conditions. They will routinely walk, kneel, bend over, and lie down as needed to perform operation, maintenance and repair duties. They will routinely carry tools, equipment and materials of varying sizes and weight as needed to perform repair duties. They will routinely need to use their arms and hands to operate tools and perform manual tasks. They will visually need to be able to work at night and in the daytime while performing repair duties.

**How to Apply:**

Email resume to [proberts@hcua-ms.us](mailto:proberts@hcua-ms.us) or mail to: Harrison County Utility Authority

Attn: Human Resources

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