

Job Description
Job Title: Engineering Manager

THE YORK WATER COMPANY
Job Description

JOB TITLE: Engineering Manager

EXEMPT: Yes
DIVISION: G & A
LOCATION: Distribution Center
REPORTS TO: VP- Engineering

JOB CODE: 003
DEPARTMENT: Engineering

PREPARED BY: Human Resources
APPROVED BY: COO

DATE: March 2022
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SUMMARY: Provide engineering support for all phases of construction projects, major maintenance projects, new mains, service installations and documenting physical distribution system.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Plan, design, and oversee the construction of various capital projects.
2. Complete engineering analyses of existing and potential facilities.
3. Manage consultants, suppliers, and contractors engaged in Company projects.
4. Manage project schedules and budgets.
5. Prepare reports, permit applications, and similar documents. Coordinate with various regulatory agencies.
6. Remain current of engineering and construction-related regulations and technologies pertaining to the operations of the Company.
7. Attend meetings with, and make presentations to, public officials, regulatory agency staff, customers, Company staff, etc.
8. .Make periodic verbal or written reports to the Executive team as required to keep informed with regard to specific activities, projects, and programs.
9. Promote Company's image within reasonably available time and join and participate in community-oriented organizations and water industry organizations.

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10. Consistently demonstrate positive and professional behavior with all individuals contacted on behalf of the Company including customers and employees.

SUPERVISORY RESPONSIBILITIES:

Directly supervises employees in the engineering department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS:

EDUCATION and/or EXPERIENCE:

B.S Civil Engineering or related engineering discipline from an accredited educational institution, Professional Engineer Registration highly preferred; a minimum of five years related experience in the public water and/or wastewater industry; or equivalent combination of education and experience.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication. Ability to effectively present information to top management, public groups, and/or boards of directors.

REASONING ABILITY:

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.) in its most difficult phases.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid PA Professional Engineer License, or ability to obtain within one year of hire
Valid PA driver's license
Valid PA Water and/or Wastewater Operators License is desirable

OTHER SKILLS AND ABILITIES:

Efficiently and accurately use telephone, personal computer, copier, facsimile machine, assigned software products, other common office equipment and the Company radio communication system.

Proficiency with AutoCAD software, Microsoft Office products, GIS software, GPS hardware / software, and various Engineering software packages (including WaterCAD and SewerCAD) is desirable.

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PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to use hands to handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to walk and sit. The employee is occasionally required to stand; climb or balance; and stoop, kneel, or crouch.

The employee must regularly lift and/or move up to 15 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee must be able to work under stress and work additional hours in order to meet deadlines and the requirements of the position during emergency situations.

WORK ENVIRONMENT:

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.

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