

Function Job Title      Civil Engineer I  
Reports to:              Engineering Manager  
Department:            John F. Kime Water Treatment Plant  
Date:                      11/8/2024



**Primary Purpose:**

Responsible for planning, supervising, and coordinating engineering design and construction activities for the Piedmont Triad Regional Water Authority.

**Essential Duties and / or Responsibilities:**

Following is a summary of the essential functions for this job. Other duties may be performed, both major and minor, which are not mentioned below. Specific activities may change time to time.

- Performs engineering design work on various projects, mainly focused on water treatment.
- Reviews contractor payment requests to ensure compliance with contractual work.
- Reviews construction plans and meet with consultant engineers to resolve construction related issues.
- Assists in the preparation of engineering budgets; ensures compliance with expenditures.
- Assists in the development of annual work programs for the repair, maintenance, and construction of various water treatment infrastructure.
- Coordinates projects with other partner agencies

**Minimum Required Skills or Competencies:**

The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's Degree **with** 0-3 years of experience in Civil Engineering **"OR"** an Associate Degree **with** 4-7 years of experience in Civil Engineering.
- Engineering Intern Certification by NC Board of Engineers and Land Surveyors **"OR"** ability to acquire
- Experience reading and interpreting engineering site plans, specifications, and technical reports.
- Intermediate Microsoft Office Software 365 experience (i.e. Excel, Word, Outlook, PowerPoint, etc.).
- Valid Driver's License.

**Desired Skill or Competencies:**

- Bachelor's Degree or higher in Civil Engineering.
- Licensure as a Professional Engineer (PE) by the North Carolina Board of Engineers and Land Surveyors **"OR"** the ability to acquire this certification.
- 4+ years of experience working with Adobe or Blubeam pdf software.
- 4+ years of experience working with or knowledge of ArcGIS

**Compensation/Benefits: (Range \$61,278 - \$105,839; Exempt)**

The salary for this position is based on experience and qualifications. PTRWA offers an excellent benefit package including participation in the NC Local Government Employee Retirement system, employer 401K plan contribution, paid health, dental and life insurances, paid holidays, vacation and sick leave and bonus pay for achieving additional certification.