



JOB DESCRIPTION

Position Title: Engineer I

Date: December 8, 2025

FLSA Status

Exempt

Summary Statement of Overall Purpose/Goal of Position

As a member of the Engineering Department, under the supervision and direction of the Engineering Manager, performs various engineering and project management related duties associated with Metro Water's infrastructure, capital improvements, lands, and rights-of-way. Plans and oversees the scoping, planning, design, and preparation of plans, specifications, and cost estimates for water systems engineering work with emphasis on design, construction, and operation for simple projects. Performs work which involves conventional engineering practices that may include a variety of moderate scope features. Performs assignments under the direction of the Engineer II, Senior Engineer, Right of Way Supervisor, and/or Engineering Manager.

Essential Duties

- Inspects, assesses, researches, and reports on the condition of Metro Water assets. Makes recommendations on the condition of assets.
- Prepares scopes, plans, studies, designs, specifications, and cost estimates in compliance with Metro Water standards.
- Prepares documents and makes recommendations for the procurement of goods and services in compliance with Metro Water policies.
- Manages engineering, surveying, and construction contracts, deliverables, and budgets of projects or activities with limited scope.
- Assists with portions of moderate to complex engineering, surveying, and construction contracts including schedules, studies, designs, budgets, work, inspection, permitting, submittals, requests for information, change orders, pay requests, and related engineering services during construction.
- Follows common engineering principles and concepts.
- Ensures proper closeout of projects including reporting, training, receiving record drawings, filing, etc.
- Maintains records and prepares correspondence and reports in a professional manner complying with Metro Water standards.
- Manages license applications along the aqueduct corridors and other Metro Water properties including communicating with affected individuals, contractors, and agencies; development of agreements; review of engineering drawings; review of insurance certificates; and recording of documents. Maintains current records of all assigned applications.
- Assists in the management of the license program, public relations programs, and field identification of Metro Water facilities.
- Assists with the development of Metro Water technical resources, instructions, construction standards, standard operating procedures, specifications, guidelines, and related documents.
- Assists in the preparation of supporting material for committee and board action.
- Performs miscellaneous engineering assignments as requested.



Marginal Duties

- Assumes the duties of an Inspector/Locator as requested.
- Performs other related duties as assigned.

Minimum Qualifications

Education and Experience:

- Bachelor's degree in Civil Engineering or related field. An emphasis in water treatment and water transmission is preferred.

Certification and Licensing:

- Engineer in Training status from the Utah Division of Occupational and Professional Licensing.
- State of Utah Distribution Grade 4 and Treatment Grade 4 certifications preferred.
- Valid Utah driver's license.

Knowledge of

- Metro Water Policies & Procedures, standard specifications, and standard operating procedures.
- Water treatment principles and processes, water resources, fluid hydraulics, and hydraulic systems.
- Different land interest types including deeded easement and fee ownership and recognize the legal documents for each. Must understand the principles behind prescriptive rights, boundary by acquiescence, and adverse possession.
- General construction techniques and practices and construction management.
- Personal computers along with software such as e-mail, appointment schedules, word processing, spreadsheets, AutoCad, Google Earth, and ArcGIS Online.

Abilities/Skills

- Read, understand, and prepare contract documents and construction drawings.
- Review legal descriptions and understand general survey practices.
- Use good personal judgement, critical thinking, problem solving, and attention to detail in performing all job functions.
- Remain calm and respond effectively in emergency situations.
- Use discretion when handling and disseminating sensitive information.
- Effective written and verbal communication skills.
- Provide and receive constructive feedback.
- Adapt to changing technologies and environments.
- Work well in a group setting.
- Handle multiple shifting demands with professionalism and good judgment.
- Effective time, organization and file management.
- Strong interpersonal skills.
- Consider the impact on Metro Water when making decisions.
- Comply with proper health and safety practices, rules, and regulations.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

While performing the duties of this job, the employee is regularly required to: perform repetitive wrist, hand, and/or finger movements; sit; talk; hear; feel attributes of objects; grasp; walk; reach with hands/arms; stand; and/or drive.



The employee is occasionally required to push, climb, stoop, kneel, crouch, crawl, and/or balance.

The employee must lift weight or exert force as follows:

Frequently (over 40%): 1 to 25 pounds
Occasionally (less than 40%): 26 to 100 pounds

Specific vision abilities include:

- Clarity of vision at 20 feet or more and 20 inches or less and three-dimensional vision (ability to judge distance and spatial relationships).
- Identify and distinguish colors and adjust the eye to bring an object into sharp focus.
- Ability to see up and down or left to right while fixed on a point.

Concentrated attention required during a typical workday in order to accomplish the essential duties of this position.

Working Conditions

Working conditions require light and occasionally moderate physical activity. Travel to and from various Metro Water sites and training seminars is required. Moderate exposure to heat, cold, dampness, chemicals, fumes, dust, and noise. Occasional off-road driving and/or driving on unpaved surfaces. Frequent exposure to stress as a result of human behavior and the demands of the position.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.