

**KENNEWICK IRRIGATION DISTRICT  
JOB DESCRIPTION**

**STAFF ENGINEER I**

**REPORTS TO:** Engineering/Operations Manager

**REVISION DATE:** October 2015

**GENERAL SUMMARY:** The Staff Engineer I will apply civil engineering principles for entire Kennewick Irrigation District (KID) water resource project cycles, to include design, development, project coordination, inspection, and project completion.

**MAJOR RESPONSIBILITIES**

1. Prepare Engineering analysis of projects to include: preliminary design, calculation, life cycle cost, and equipment selection.
2. Conduct surveys to gather field data.
3. Prepare drawings, layouts and construction plans.
4. Prepare technical construction specifications.
5. Perform Civil Engineering duties for the following; public works, water systems, subdivisions, drainage, roads, bridges, canal systems, and pump stations.
6. Assist with project issues, coordination, budget, and schedule.
7. Interact with State and local governmental agencies, utilities, consultants and developers to coordinate the effect of their projects on KID operations, maintenance, and facilities.
8. Review plans for compliance with adopted engineering standards/specifications and sound engineering practices.
9. Meet with general public and/or developers, land owners and interest groups concerning subdivision projects, environmental issues, and construction projects.
10. Provide technical solutions to problems encountered in construction projects and daily operations and maintenance.
11. Provide technical reports and presentations to elected officials, appointed board/commissions, the public and staff.
12. Coordinate with outside consultants on engineering projects.
13. Drive District vehicles in the course of duties.
14. Other duties as assigned.

**EXPERIENCE/EDUCATION**

1. Bachelor's Degree in Civil Engineering from an accredited college or university
2. Engineer in Training (EIT) certificate
3. A range of experience from a new college graduate to 5 years of successful engineering work experience

## OTHER REQUIREMENTS

1. Washington State Personal Drivers License
2. An acceptable Washington State vehicle driving record

## KNOWLEDGE, ABILITIES AND SKILLS

1. Engineering principals and practices.
2. Surveying principles and use of surveying equipment.
3. Applicable USBR, City, State and federal laws, codes, safety regulations, specifications, and standards.
4. Washington State contracting and bidding processes.
5. Computer Programs such as Microsoft Office Suite, AutoCAD, GIS software, Civil-3D, and Water-CAD.
6. Good interpersonal skills with the ability to work in a team environment.
7. Quality verbal and written communication skills.
8. Ability to perform under pressure and be able to effectively handle multiple projects and deadlines.
9. Ability to lift 50 pounds.

## WORK ENVIRONMENT

1. This position is primarily performed in an office atmosphere, but with frequent outdoor/field assignments and project site investigations/inspections.

Approved:

  
\_\_\_\_\_  
Charles Freeman, District Manager

Date: 10/20/15

Confirmed by Board: October 20, 2015