



Southeastern Colorado Water Conservancy District
Project Engineer
Job Description

Department: Engineering
Supervisor: Engineering Manager
Prepared By: Leann Noga
FLSA Status: Exempt
Prepared Date: April 2025
Current Salary Range 2025: \$62,000 – \$150,000

POSITION SUMMARY

The Project Engineer role involves assisting in the operation and maintenance of all District facilities, including the 24/7 unmanned Hydroelectric Power Facility. Additional responsibilities include supporting the Engineering Manager in Projects including procurement, engineering design, construction, inspection, maintenance, contract and document control, safety, quality control and cost control. Occasional reviews of various technical studies may also be required.

The position is assigned to various projects and programs as needed, ensuring that all District facilities follow an annual maintenance and capital improvement plan. Duties also include applying and implementing District policies, regulations, and safety procedures while coordinating and attending project team meetings. Additionally, the role requires managing project document control systems, preparing reports, providing technical information, and participating in committee and board meetings, and project meetings. Ongoing training and fostering a high-performance, team-oriented environment aligned with the District’s mission and strategic goals are also essential aspects of the job. This is an at-will position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assist with the operation of all District facilities.
2. Assistance in the operation of the District Hydroelectric Power Facility. This is a 24/7 operation unmanned facility.
3. Assistance to the Engineering manager including but not limited to: Plans, develops, implements activities procurement, engineering design, construction, maintenance, contract and document control, safety, quality control and cost control.
4. Occasional review of various technical studies.
5. Assigned to Project and Programs as needed.
6. Ensure all District facilities have a scheduled annual maintenance and capital improvement plan.
7. Application and implementation of the District’s rules, regulations, policies, procedures, and safety.
8. Coordinates and attends project team meetings internal and external.
9. Implementation of project document control systems to ensure the maintenance of detailed records for departmental activities, plans, and results.

10. Planning, preparing reports oral and written, providing advice, and conducting assigned committee meetings, board meetings and project meetings.
11. Analyzes and responds to requests for technical information regarding Projects.
12. Attend training as necessary.
13. Ensure high performance, foster teamwork, and create an environment which supports achieving the department's and District's mission, strategic plan, objectives, and values.
14. Demonstrate ability to balance team and individual responsibilities.
15. Contributes to building a successful team and positive morale while reaching goals and objectives. Specialized interpersonal skills are required for this position, which involves interacting with a variety of individuals and groups, both within and outside of SECWCD.
16. Performs other related duties as assigned.

COMPETENCIES

- Communication Written and Verbal
- Time Management
- Planning / Organizing
- Adaptability / Agility
- Attention to Detail
- Professionalism and Interpersonal relationships skills.
- Collaboration / Teamwork
- Analytical / Data-Driven Mindset
- Resiliency
- Continuous Learning / Self-Development

KNOWLEDGE, SKILLS AND ABILITIES REQUIREMENTS

- Learnability skills
- Prioritization skills
- Critical thinking skills
- Excellent listening skills
- Meeting facilitation / management skills
- Information and digital literacy skills
- Analytical and Mathematical skills
- Strong knowledge of Microsoft Office suite (Word, Excel, Outlook)
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- Skilled in reading and interpreting drawings and specifications
- Knowledge in various industry standards and practices

SUPERVISORY RESPONSIBILITIES

Supervises directly:

None

Supervises Indirectly:

None

WORK ENVIRONMENT

This job operates in a professional office environment as well as in a construction work site environment. This role routinely uses standard office equipment, working inside with others. Work may require occasional weekend and evening work.

PHYSICAL ACTIVITY

While performing the duties of this job, the employee is regularly required to speak, hear, and use eye/hand coordination. The employee frequently is required to stand; sit; walk; lift or carry up to 50 lbs.; use manual dexterity; use motor skills; and reach with hands and arms. The employee must frequently be able to work effectively in a construction job site environment, including but not limited to working outside, working alone, excessive heat/cold, noise/vibrations, working below ground, and walking on uneven surfaces. The employee is occasionally required to push up to 50 lbs., climb stairs or ladders, balance, stoop, kneel, crouch, or crawl. The employee must occasionally be able to work effectively in a construction job site environment, including excessive dampness, chemicals or solvents, fumes/smoke/gases, and operating or working around moving equipment or machinery. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

MATERIALS AND EQUIPMENT USED

- Standard office materials and equipment.
- Use of a company vehicle.

TRAVEL

Ability to travel or accept full-time assignments in any location where the District conducts business or has Projects. Ability to travel to multiple locations or job sites daily or weekly as needed.

EDUCATION, TRAINING EXPERIENCE

Required:

- Colorado Class “R” Driver’s License.

Preferred: Any equivalent combination of education, training, and experience.

- Graduation from a four-year college or university with a major in engineering, Construction Engineering, Construction Management, or the equivalent.
- 2+ years of related experience in the fields of facilities operation, engineering, construction or equivalent.

EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATEMENT

The Southeastern Colorado Water Conservancy District is an equal opportunity employer.

The essential functions and major responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer at any time with or without notice as the needs of SECWCD and requirements of the job change. Employees ensure that all duties and responsibilities are performed in a safe manner. Employee is held accountable for all duties of this position.

Signature

Date