

**CLASS TITLE: CHIEF SANITARY ENGINEER**

**Class Code: 02900600**  
**Pay Grade: 35A**  
**EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for planning, coordinating, and directing a comprehensive capital construction program for buildings, combined sewer overflows, mechanical equipment, and related wastewater treatment projects; and to assist an Executive Director in applying for and managing local, state and federal construction grants which are utilized to fund wastewater collection and treatment facility projects by monitoring all professional sanitary engineering work being performed; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of the Executive Director with wide latitude for the exercise of initiative and independent judgement; work is subject to review through consultations and submitted reports for conformance to established policies and objectives and accepted sanitary engineering and construction methods and techniques.

**SUPERVISION EXERCISED:** Plans, assigns, supervises and reviews the work of professional, sub professional, technical and clerical staff as required

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To technically review the contract construction of a variety of structures which come under the jurisdiction of a grade IV wastewater treatment facility.

To review submitted reports of preliminary engineering investigations and surveys concerning the feasibility of proposed construction and repair projects.

To be responsible for reviewing, plans, specifications and designs prepared by architects or engineers and to make recommendations thereon relating to their completeness, the cost estimates involved, the availability of materials and other pertinent factors.

To evaluate the merits of contractors' proposed deviations from approved contracts, plans, specifications and designs.

To be responsible for assuring that pre-established construction work schedules are maintained and that work is completed to the satisfaction of contractual requirements.

To evaluate contractors' progress reports to determine the status of construction in comparison with predetermined schedules and to determine the amount of partial or final payments due the contractors.

To review, make recommendations, and implement as appropriate, the financial aspects of engineering techniques as they relate to established budgets and work programs.

To develop and implement engineering information and control systems which will assist superiors in making required allocation decisions.

To represent the Commission at pre-bid, pre-construction and progress meetings with construction contractors, as assigned.

To review and comment on operations and maintenance manuals and to process contractor construction shop drawings, monthly pay estimates, change order requests, and other routine construction shop drawings, monthly pay estimates, change order requests, and other routine construction related correspondence.

To conduct inspections of construction projects to ensure that construction is being performed in accordance with the approved plans and specifications.

To work with Commission engineers and contractors to develop and track a project schedule.

To assist in the preparation of state and federal construction grant applications; to assist in the preparation of project budgets and reports and to assist in the preparation of grant reimbursement requests;

To be responsible for managing the engineering contract budgets.

To prepare requests for proposals for construction related engineering services.

To attend hearings, provide expert testimony and meet with local, state and federal officials and area residents and businesses affected by Commission construction projects; to keep existing facilities in operation during construction and minimize the impact on the environment and project and follow up on problems that develop after construction is completed during the one year warranty period.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPABILITIES:** A thorough knowledge of the engineering principles, methods and practices of sanitary engineering; a thorough knowledge of the principles, practices and techniques of construction management; the ability to review and approve, from an engineering standpoint, plans and specifications prepared by architects and engineers for construction and repair projects; the ability to apply such principles, methods, and practices in accomplishing construction engineering assignments; the ability to interpret the provisions of construction contracts, plans, specifications and designs; knowledge of current grant regulations policies; knowledge of the critical path and other methods of project scheduling; the ability to perform analyses on construction progress reports and make recommendations regarding the financial impact of engineering activities; the ability to perform engineering systems analyses and decisions to implement computer information and control systems for the benefit of operating automated control systems and related decision making; knowledge of state, federal and local fire and building codes; knowledge of Blackstone Valley District Commission regulations as they apply to wastewater treatment; the ability to supervise and administer an assigned sanitary engineering program; the ability to plan, assign, supervise and review the work of a professional, sub professional, technical and clerical staff within an assigned section; the ability to address the most difficult and complex problems in sanitary engineering; the ability to provide consultation and advice to private, federal, state and local agencies regarding various problems of sanitary engineering; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: graduation from a college of recognized standing with a Bachelor's Degree in Engineering; and

**Experience:** Such as may have been gained through: employment in a responsible position as Engineer in charge of the construction of wastewater structures.

**Or,** any combination of education and experience that shall be substantially equivalent to the above education and experience.

**SPECIAL REQUIREMENT:** Must possess a certificate of a registered professional engineer issued by the Rhode Island State Board of Registration for Professional Engineers and must maintain such registration a condition of employment.

Class Created: March 12, 1989

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