



### **APPLICANT INFORMATION:**

East Larimer County Water District has a position open as a Water Distribution System Engineer. Position will remain open until filled.

Complete and return the following forms:

- Completed Application for Employment
- Resume

To apply for the position, please send the above forms to:

Melissa Tremelling or [melissat@elcowater.org](mailto:melissat@elcowater.org)

Or

Mail to:

PO Box 2044  
Fort Collins, CO 80522

If your application is selected for consideration, you will be contacted to schedule an interview.



## **EAST LARIMER COUNTY WATER DISTRICT** **WATER DISTRIBUTION SYSTEM ENGINEER**

### **Summary**

Under direction of the District Engineer to provide a broad range of professional engineering, project management and technical direction for operation, planning and design of the East Larimer County Water District water distribution system and its capital projects.

### **Essential Duties and Responsibilities**

- Plan, provide technical directions for, permit, implement and manage distribution system capital projects.
- Review utility plans submitted for new development and coordinate required improvements to the District water distribution system.
- Work with municipal, county, state and federal officials as well as private engineers, subdivision developers, property owners and others in permitting and coordinating District and special projects.
- Prepare Request for Proposals (RFP's), advertise, select, prepare contracts and manage consultant and engineer contracts for capital projects, permitting and studies.
- Prepare bidding documents, advertise, award and manage construction contracts.
- Update and maintain District's construction standards and specifications, and the water system design criteria manual.
- Provide engineering support to District field operations staff.
- Coordinate system additions and improvements into the District mapping system and (CAD and GIS).
- Complete 811 design locate requests.
- Maintains a working knowledge of the District hydraulic model to ensure optimum system operation and determine new development system improvement requirements.
- Ongoing development of emergency action plan to meet customer needs during critical system failure.
- Understand and assist District staff with CDPHE regulatory compliance as needed.
- Serve as a resource for other employees and operations staff in providing technical knowledge in hydraulics, design and water quality



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Other Job Functions May Include:

- Prepare agenda items and make presentations regarding projects or activities for the Board of Directors or other entities.
- Compose a wide range of written communications ranging from memos and letters to detailed reports in support of ELCO's mission to provide reliable service to customers.
- Maintain an understanding of current regulatory requirements pertinent to the job duties as well as trends in the industry relating to operation, design and construction activities.
- Negotiates water line easements with property owners.
- During emergency field operations the Engineer may be requested to assist the field operations team in working to repair infrastructure and return service to customers. Assistance can range from preparing mapping to coordinating operations, to participating in the repair of infrastructure.
- Performs other duties as assigned.

### **Knowledge, Skills & Abilities**

- Thorough understanding of the planning, administration, design and construction of water distribution systems including pressurized potable water distribution, storage tanks, and pump stations.
- Knowledge of pipe material and pipe joining mechanisms, coating systems, rehabilitation techniques, and an ability to analyze the constructability of concepts.
- Knowledge and experience in budgeting, design, administration, delivery methods, and construction management of water utility infrastructure.
- Ability to utilize software packages and computers with respect to project management, GIS, AutoCAD, and hydraulic modeling.

### **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

- Thorough understanding of the administration, design and construction of public water systems including pressurized potable water distribution, storage tanks, and pump stations.
- Knowledge of potable water line pipe up to 24" diameter and including PVC, ductile iron, asbestos-cement and welded steel pipe materials, water distribution system equipment and materials and standards, joining mechanisms, coating systems, rehabilitation techniques, and constructability of water systems.
- Knowledge and experience in planning, budgeting, cost estimating, design, administration, delivery methods, and construction management of water utility infrastructure.



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- Ability to utilize software packages and computers with respect to project management, GIS, AutoCAD, and hydraulic modeling.
- Management of consultant and construction contracts to ensure budget, contract and schedule compliance.
- Understanding of CDPHE regulations as they apply to water distribution systems.
- Knowledge and experience in permitting activities.
- Participates with staff in planning, decision-making, facilitating and process improvement.
- Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process.
- Treats others with respect and consideration regardless of their status or position.
- Observes safety and security procedures; Determines appropriate action beyond guidelines; Uses equipment and materials properly.
- Able to deal with frequent change, delays, or unexpected events.
- Is consistently at work and on time; Arrives at meetings and appointments on time.
- Follows instructions, responds to management direction.

### **Supervisory Responsibilities**

This job currently has no supervisory responsibilities.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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.

### **Education and Experience**

- Bachelor's degree (B.S.) in civil engineering or related field from an accredited four-year college or university, advanced degree (M.S.) a plus.
- Prefer minimum ten (10) years directly related experience.
- Hands-on experience in construction or an industry similar to the operation of water distribution systems a plus.



## **EAST LARIMER COUNTY WATER DISTRICT WATER DISTRIBUTION SYSTEM ENGINEER**

### **Language Skills**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **Mathematical Skills**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **Computer Skills**

To perform this job successfully, an individual must have strong computer skills typically associated with this role with at minimum thorough knowledge and skill of the internet, email, Microsoft Office software (MSWord, Excel, etc.). Additional experience and skill using AutoCAD, GIS, hydraulic modeling, project management and other industry related software is a plus.

### **Certificates, Licenses, Registrations**

Current driver's license, Colorado Registered Professional Engineer or ability to obtain within one year (required), Colorado Certified Water Professional Water Distribution License, Level 1 or ability to obtain within one year.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk and hear. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and ability to adjust focus.



## **EAST LARIMER COUNTY WATER DISTRICT** **WATER DISTRIBUTION SYSTEM ENGINEER**

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually quiet.

### **Schedule**

Full-Time Monday – Friday  
On-Site Office Environment

### **Compensation**

\$95,000 - \$135,000 annualized depending on experience, education and certifications.

### **Benefits**

Health, Dental, Vision and Life Insurance  
Health Reimbursement Arrangement (HRA)  
Paid Time Off and Sick Leave Accrual  
Holiday Pay  
Public Employees Retirement Association (PERA) <https://www.copera.org/>  
401(K) & 457 Plan



# EAST LARIMER COUNTY WATER DISTRICT APPLICATION FOR EMPLOYMENT

## An Equal Opportunity Employer

We do not discriminate on the basis of race, color, religion, national origin, sex, age, disability, genetic information or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors.

GENERAL

Answer each question fully and accurately. No action can be taken on this application until you have answered all questions. Use blank paper if you do not have enough room on this application. **PLEASE PRINT**, except for signature on back of application. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job-related information.

Job Applied for \_\_\_\_\_ Today's Date \_\_\_\_\_

Are you seeking: Full-time  Part-time  Temporary  employment? When could you start work? \_\_\_\_\_

Last Name	First Name	Middle Name	Telephone Number
Present Street Address	City	State	Zip Code
Email Address			

Are you 18 years of age or older? . . . . . Yes  No   
(If you are hired, you may be required to submit proof of age.)

If hired, you will be required to furnish proof of your eligibility to work in the U.S.

Have you ever applied here before? Yes  No  If yes, when? \_\_\_\_\_

Were you ever employed here? Yes  No  If yes, when? \_\_\_\_\_

Have you ever been convicted of any law violation?  
Include any plea of "guilty" or "no contest." (Exclude minor traffic violations.) . . . . . Yes  No   
If yes, give details \_\_\_\_\_  
(A conviction will not necessarily disqualify an applicant for employment.)

If employed, do you expect to be engaged in any additional business  
or employment outside of our job? . . . . . Yes  No   
If yes, give details \_\_\_\_\_

For Driving Jobs Only: Do you have a valid driver's license? . . . . . Yes  No   
Driver's License Number \_\_\_\_\_ Class of License \_\_\_\_\_ State Licensed In \_\_\_\_\_  
Have you had your driver's license suspended or revoked in the last 3 years? . . . . . Yes  No   
If yes, give details: \_\_\_\_\_

List professional, trade, business or civic activities and offices held. (Exclude labor organizations and memberships which reveal race, color, religion, national origin, sex, age, disability, genetic information or other protected status.) \_\_\_\_\_

EDUCATION

LIST NAME AND ADDRESS OF SCHOOLS	Number of Years Completed	Diploma/Degree/Certificate	Subjects Studied
High School or GED: _____			
College or University: _____			
Vocational or Technical: _____			
What skills or additional training do you have that relate to the job for which you are applying? _____			
What machines or equipment can you operate that relate to the job for which you are applying? _____			

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List names of employers in consecutive order with present or last employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give firm name and supply business references. **Note: A job offer may be contingent upon acceptable references from current and former employers.**

NAME OF EMPLOYER	JOB TITLE AND DUTIES
ADDRESS	DATES OF EMPLOYMENT (MO/YR): FROM TO
CITY, STATE, ZIP CODE	REASON FOR LEAVING
SUPERVISOR(S)	TELEPHONE
NAME OF EMPLOYER	JOB TITLE AND DUTIES
ADDRESS	DATES OF EMPLOYMENT (MO/YR): FROM TO
CITY, STATE, ZIP CODE	REASON FOR LEAVING
SUPERVISOR(S)	TELEPHONE
NAME OF EMPLOYER	JOB TITLE AND DUTIES
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Have you worked or attended school under any other names? . . . . . Yes  No   
 If yes, give names: \_\_\_\_\_

Are you presently employed? . . . . . Yes  No   
 If yes, whom do you suggest we contact? \_\_\_\_\_

Have you ever been fired from a job or asked to resign? . . . . . Yes  No   
 If yes, please explain: \_\_\_\_\_

Give three references, not relatives or former employers.

Name	Address	Phone
_____	_____	_____
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_____	_____	_____

**PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING**

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date. I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements. I understand I may be required to successfully pass a drug screening examination. I hereby consent to a pre- and/or post-employment drug screen as a condition of employment, if required. I understand that if I am extended an offer of employment it may be conditioned upon my successfully passing a complete pre-employment physical examination. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying.

**I UNDERSTAND THAT THIS APPLICATION, VERBAL STATEMENTS BY MANAGEMENT, OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. ONLY THE PRESIDENT OF THE ORGANIZATION HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE PRESIDENT AND THE EMPLOYEE. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT REASON AND WITH OR WITHOUT NOTICE.**

I have read, understand, and by my signature consent to these statements.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This application for employment will remain active for a limited time. Ask the organization's representative for details.