



Thank you for your interest in pursuing a career with the Bedford Regional Water Authority (BRWA). The BRWA is looking for qualified candidates to fit our culture and fulfill our mission "To provide high quality water and wastewater services to the community."

For this role, we will be hiring one position, to be filled based on the qualifications and experience of the selected candidate. Preference will be given to candidates who fit the Civil Engineer II role, with consideration for those with less formal education and experience meeting the qualifications of the Civil Engineer I role.

Please review the job descriptions in this document to see which one may be most suited to your background. You can select the bookmarks tab on the left-hand side to navigate through the job descriptions to determine the one that best fits your qualifications and experience.

When you apply, please indicate which position you are applying for by writing either Civil Engineer II or Civil Engineer I in the appropriate field. Our hiring team will review applications and set up interviews with select candidates. After interviews, the hiring team will determine which candidate is best suited for the position and our team and make an offer at the level the person best fulfills.

We are excited to review your accomplishments and thank you again for your interest in the BRWA!



Department: Engineering  
Pay Band: # 9  
FLSA Status: Non-Exempt

## Civil Engineer I Job Description

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### Role:

Performs work reviewing, approving, and drafting design plans, specifications, and calculations for water and sewer projects; conducting contract administration; providing cost and fee estimates; coordinating construction operations; and any work as apparent or assigned. This position reports to the Design Supervisor.

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### Essential Functions

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

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- Reviews and approves water and sewer design plans and calculations, site plans, subdivision plats, preliminary plans, and easements for water and sewer projects; prepares water certifications for Virginia Department of Health Local Review Program submittal.
- Performs contract administration for developer projects; calculates project review fees and surety requirements; reviews construction cost estimates; coordinates construction operations; reviews and processes waivers and change requests.
- Serves as liaison between developers, consultant firms, contractors, regulators, and customers; receives and answers service inquiries; attends committee meetings; coordinates review processes and project requirements with the Town, County, and other agencies.
- Assists with the preparation of request for proposals for professional services, studies, and technical reports.
- Performs research on deeds, easements, and water and sewer plan documents to assist with repairs and customer and Utility Locator inquiries.
- Assists with easement negotiations and project management as directed.
- Prepares developer packages and contract documents; issues certificates to construct.
- Coordinates and provides updates to policies and master specifications updates.
- Performs computer aided drafting and design (CADD) on various water and sewer projects including waterlines, sewer lines, and easement drawings.
- Assists with gathering data for preliminary project planning, modeling purposes and system analyses as necessary.
- Helps to prepare and maintain the Geographical Information System (GIS) and hydraulic models on the various BRWA systems.
- Participates in development of project budget requirements, engineering plans, specifications, bid documents, construction documents, and permit applications for capital improvement and replacement projects.

- Prepares and reviews project estimates for capital and internal projects.
  - Provides technical support and assistance to internal and external customers relating to Authority facilities, infrastructure, and services.
  - Conducts public informational meetings as necessary.
  - Conducts site visits and field inspections as necessary.
  - Performs other duties as assigned.
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### **Minimum Qualifications:**

- Bachelor's degree from an accredited college or university in Civil or Environmental Engineering, or a related field of study or an Associate's degree in a related field of study with two years of experience in conducting civil engineering field and clerical work, plan reviews, inspecting construction sites, land surveying, or a combination of equivalent education and experience.
  - Obtain CPR and First Aid certification within six months of hire.
  - Valid driver's license in the Commonwealth of Virginia.
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### **Additional Information:**

- This position has no supervisory responsibility.
  - This position typically requires working Monday through Friday from 8:00am to 5:00pm with a one (1) hour lunch break.
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### **Working Conditions**

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*The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.*

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- Employees sit some of the time but may walk or stand for most periods of time.
- This classification involves occasional physical agility requirements such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements, ability to express ideas and ability to hear information at normal spoken word levels.

| Physical Exertion (Pounds) |            |
|----------------------------|------------|
| Up to 10                   | Frequent   |
| Up to 25                   | Occasional |
| Up to 50                   | None       |
| Up to 100                  | None       |
| 100 or more                | None       |

| Environmental Exposures           |        |
|-----------------------------------|--------|
| Work near moving mechanical parts | Seldom |
| Work in high, precarious places   | Seldom |
| Toxic or caustic chemicals        | None   |
| Outdoor weather conditions        | Seldom |
| Extreme Cold, non-weather         | None   |
| Extreme Heat, non-weather         | None   |
| Noise Level                       | Low    |

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### Employment Eligibility/Work Authorization Requirements:

The BRWA is committed to employing only individuals who are authorized to work in the United States and who comply with applicable immigration, employment law, and criminal background clearance. As a condition of employment, every individual must provide satisfactory evidence of his or her identity and legal authority to employment. The Authority is an equal opportunity employer.

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### Condition of Employment:

This position serves at the will of the Executive Director.

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature



Department: Engineering  
Pay Band: # 10  
FLSA Status: Exempt

## Civil Engineer II Job Description

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### Role:

Performs work reviewing, approving, and drafting design plans, specifications, and calculations for water and sewer projects; conducting contract administration; providing cost and fee estimates; coordinating construction operations; and any work as apparent or assigned. This position reports to both the Design Supervisor and the Director of Engineering.

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### Essential Functions

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

- Reviews and approves water and sewer design plans and calculations, site plans, subdivision plats, preliminary plans, and easements for water and sewer projects; prepares water certifications for Virginia Department of Health Local Review Program submittal.
- Performs contract administration for developer projects; calculates project review fees and surety requirements; reviews construction cost estimates; coordinates construction operations; reviews and processes waivers and change requests.
- Serves as liaison between developers, consultant firms, contractors, regulators, and customers; receives and answers service inquiries; attends committee meetings; coordinates review processes and project requirements with the Town, County, and other agencies.
- Assists with the preparation of request for proposals for professional services, studies, and technical reports.
- Performs research on deeds, easements, and water and sewer plan documents to assist with repairs and customer and Utility Locator inquiries.
- Assists with easement negotiations and project management as directed.
- Prepares developer packages and contract documents; issues certificates to construct.
- Coordinates and provides updates to policies and master specifications updates.
- Performs computer aided drafting and design (CADD) on various water and sewer projects including waterlines, sewer lines, and easement drawings.
- Assists with gathering data for preliminary project planning, modeling purposes and system analyses as necessary.
- Helps to prepare and maintain the Geographical Information System (GIS) and hydraulic models on the various BRWA systems.

- Participates in development of project budget requirements, engineering plans, specifications, bid documents, construction documents, and permit applications for capital improvement and replacement projects.
- Prepares and reviews project estimates for capital and internal projects.
- Assists with monitoring reviews and permits for development projects; assist staff in plan review to insure adherence to Authority standards, specifications, design preferences and constructability.
- Makes effective independent decisions representing day-to-day issues that do not require team discussion, input or agreement.
- Provides technical support and assistance to internal and external customers relating to Authority facilities, infrastructure, and services.
- Evaluates new equipment, processes, methodologies and technologies related to area of responsibility and makes recommendations to improve efficiency and maximize utilization of resources.
- Conducts public informational meetings as necessary.
- Conducts site visits and field inspections as necessary.
- Performs other duties as assigned.

### Minimum Qualifications:

- Bachelor's degree from an accredited college or university in Civil or Environmental Engineering, or a related field of study and one year of experience as an Engineer In Training (EIT) or;
- Bachelor's degree from an accredited college or university in Civil or Environmental Engineering, or a related field of study and two years of working experience in civil engineering, including a minimum of one year of experience with water and sewer design.
- Ability to obtain Professional Engineering licensure.
- Obtain CPR and First Aid certification within six months of hire.
- Valid driver's license in the Commonwealth of Virginia.

### Additional Information:

- This position has no supervisory responsibility.
- This position typically requires working Monday through Friday from 8:00am to 5:00pm with a one (1) hour lunch break.

### Working Conditions

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Print Name

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Signature