



## Engineer I

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**Job Title:** Engineer I  
**Reporting To:** Sr Construction Manager  
**Department:** Construction/Engineering  
**Job Type:** Full-Time / Exempt  
**Pay Range:** \$80,804-\$118,310 per year, depending on experience and qualifications.  
**Benefits:** Excellent benefit package including retirement, medical/dental insurance, and PTO  
**Location:** Poulsbo, WA + travel within Kitsap County  
**Schedule:** Monday – Friday 7:30 am – 4:00 pm, occasional evenings and weekends  
**Updated:** March 9, 2023

### **Job Summary:**

Kitsap Public Utility District (KPUD) is currently seeking an Engineer. The primary function of this position will be to assist the District Engineer with construction project management and inspection for both private development and KPUD public works projects. Providing other engineering support to the District Engineer, public, and KPUD staff by the development and maintenance of various programs, reports, studies, technical research, and data analyses, such as KPUD’s Cross Connection Control Program, Water Use Efficiency Plan, Capital Improvement Plan, Water and Sewer Comprehensive Plans, hydraulic modeling, infrastructure mapping using GIS, cataloging and indexing record drawings, water and sewer system operational data analyses, and customer service. This position works as part of the Construction & Engineering team, serving in specialized assignments as necessary. The successful candidate will have the ability to work collaboratively and forge long-term relationships with design professionals as well as city, county, state agencies, and KPUD staff.

### **Supervisory Responsibilities:**

Must be able to take a leadership role and direct a team at times, as well the ability to take direction when not the team lead. The expectation is that the successful candidate will take on more of a leadership role over time.

### **Minimum Qualifications:**

- An engineer-in-training certificate with the ability to obtain a professional engineer license registered in the Washington State, within two years of hire and have a Washington State Driver’s License (or the ability to obtain one within 30 days of hire).
- Two to four years progressively responsible engineering or project management or regulatory related experience within the water utility industry.
- Knowledge in the theories, principles, and practices applied in the field of civil engineering, preferably hydraulics, hydrology, water utility design, treatment, and construction. Knowledge of methods and standards-of-practice applied in the construction and field inspection of public work projects.
- Effective oral and written communication skills with good phone etiquette and a strong desire to meet and exceed customer expectations.

### **Responsibilities may include, but are not limited to:**

- Assists with plans, management and coordination of projects involving professional services, construction, and capital improvements.
- Reviews water construction plans for compliance to meet KPUD, local, county, state, and federal standards.
- Assists with technical guidance to field operations staff, contractors, and consultants.
- Assists with the development of planning and construction-related documents for capital improvement and developer extension projects.
- Creates engineering documentation for various types of drinking water projects.
- Reviews and analyzes engineering data to determine requirements for water projects.
- Coordinates outside consultants and contractors on assigned projects on behalf of the District.
- Assists with hydraulic analyses to verify current water system capacity and future improvements needed.
- Assists with development of asset management, GIS, and other technical services.
- Prepare and update water system plans and small water system management programs.

### **Knowledge, Skills, and Abilities:**

The ideal candidate will have the following attributes:

- Experience in water design, operations, planning and/or compliance.
- Proficiency in computer programs including Microsoft Office.
- Proficiency or ability to learn basic AutoCAD, ArcGIS & WaterGEMS skills.
- Knowledge of engineering and construction considerations for planning and development of water systems.
- Knowledge of laws and regulations surrounding the development and maintenance of water utilities including planning, permitting and compliance.
- Ability to develop and administer policies, procedures, plans and activities. Ability to keep informed of any changes in policy, methods, operations, budgetary and equipment needs, etc., as they pertain to departmental operations.
- Display a willingness to make timely decisions supported by sound and accurate judgment and include appropriate people in decision-making process.
- Self-motivated, flexible, and works independently with excellent organizational skills and a high attention to detail.
- Ability to follow through on assigned tasks, meet deadlines, budgets, and prioritize/communicate work effectively and efficiently.
- Problem-solving skills, including the ability to analyze information and situations to develop solutions under general supervision.
- The ability to create good working relationships with co-workers and the public, and ability to work well under pressure and stay calm in stressful situations.
- The successful candidate will have the ability to work well under pressure and stay calm in stressful situations.

### **Physical Requirements:**

Ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, peripheral vision, depth perception, and the ability to adjust focus and distinguish between shades of color.

**Working Conditions:**

Work is performed in an office setting and in the field. Since customer and staff support and collaboration are important to the success of this position, work primarily takes place on-site in an office setting, with remote working considered when it is in the best interest of KPUD. Weekend and evening work and the ability to assist during emergency and disaster conditions will be required at times.

While performing the duties of this job, the employee is frequently required to sit or stand for extended periods of time; see to read and analyze reports and spreadsheets; and hear and speak to exchange information. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms.

The noise level in the work environment is usually moderate but can be high at times. The employee is occasionally exposed to outdoor weather conditions, high voltage, and toxic chemicals. The employee is occasionally required to work near moving traffic.

Applicants are considered for all positions without regard to race, color, religion, gender, national origin, age, sexual orientation, or genetic information.

Position will remain open until filled. Please submit a completed cover letter, resume, and job application to: [jobs@kpud.org](mailto:jobs@kpud.org). Job applications are available at: <https://www.kpud.org/about-us/employment/>