



JOB DESCRIPTION **Director of Engineering**

Department: **Engineering**

Pay Grade: **113**

FLSA Status: **Exempt**

JOB SUMMARY

This position manages project-related functions for private development, capital improvement plan projects, and special in-house projects to ensure new construction meets Powdersville Water District standards and oversees contractual relationships for construction and specialized technical projects. Working under limited supervision, the Director of Engineering supervises the construction inspector and the compliance coordinator and manages contracts and agreements related to engineering, water system operations, regulatory compliance, and emergency preparedness.

Duties include overseeing project design and construction compliance, administering contracts and technical agreements, and potentially serving as the SCDES Operator of Record for the water distribution system; ensuring daily operations comply with state and federal drinking water regulations; managing the Delegated Review process with SCDES; and certifying engineering work for projects as required.

This position reports directly to the Executive Director.

ESSENTIAL JOB FUNCTIONS

- Direct and manage project-related functions, including permitting, design, surveying, right-of-way and easement acquisition, technical review, bidding, construction oversight, and project closeout, and oversee contractor and consultant relationships.
- Lead the Capital Improvement Program, including development of annual and long-range plans, budgeting, Board coordination and approvals, and securing funding through loans and grants.
- Develop and maintain engineering standards, policies, and programs, including design and construction guidelines, cross-connection control, drought response, hydraulic modeling, water resource planning, emergency response, development procedures, and system optimization initiatives.
- Supervise Engineering staff, including recruitment, hiring, training, performance management, and workforce planning to support operational and capital initiatives.
- Serve as Operator of Record and ensure compliance with all drinking water regulations, including oversight of Sanitary Surveys, coordination with Operations, and leadership in system optimization and water efficiency initiatives.

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- Ensure reliable delivery of safe, high-quality water by maintaining hydraulic models, evaluating system capacity and fire flow, coordinating with fire districts, and addressing customer and operational needs.
- Monitor and manage system operations and emergency response activities, including coordination with county and state emergency management and maintenance of the Emergency Response Plan.
- Coordinate with agencies, utilities, contractors, and internal departments to plan and execute construction projects, support infrastructure maintenance, and manage system assets, including tanks, facilities, master meter sites, AMI equipment, buildings, and leased infrastructure.
- Oversee project planning and execution, including cost estimating, contractor coordination, customer and developer support, engineering design review, and infrastructure implementation, and ensure appropriate application of capacity fees.
- Manage departmental and CIP budgets, financial performance, and reporting; support organizational budgeting processes; and participate in Board reporting and funding strategy.
- Support regulatory compliance, water quality monitoring, public communication, and stakeholder engagement, including coordination with regulatory agencies and public outreach efforts.
- Reviews technical information for compliance with PW design and construction standards, water distribution best practices and water quality assurance. May be assigned special technical-based projects.
- Continually educates associates on all water industry practices and compliance with all state and federal drinking water regulations for public water systems.
- Coordinate with Customer Service, Purchasing, and Accounting staff regarding requests from customers, vendors, suppliers, and all other engineering and construction activities that impact the other staff in the organization.
- Perform other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Bachelor's degree in Civil Engineering, or a related engineering field, and a minimum of ten (10) years of experience in the water supply industry.

Proficiency with computer applications, including Microsoft Office (Outlook, Excel, Word, PowerPoint, Access), SCADA systems, GIS (ESRI) mapping systems, and AutoCAD.

Strong leadership, supervisory, and communication skills; the ability to train and manage staff and consultants; expertise in planning and emergency response; and advanced knowledge of water system operations, including SCADA, electrical components, pressure control, fluid hydraulics, pump and motor operation, pipeline construction, water chemistry, federal and state drinking water regulations, OSHA requirements, SCDOT and County standards, and engineering principles and standards.

CERTIFICATIONS, LICENSES, REGISTRATIONS REQUIRED

A South Carolina PE license is required, or the ability to obtain it within 12 months of appointment.

A Level A Water Distribution license is required; if prior experience is considered in lieu of certification, the individual must obtain the Level A license within 24 months of appointment.

A valid South Carolina driver's license is required.

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A Cross-Connection Control certification must be obtained within 24 months of appointment and maintained thereafter.

EQUIPMENT, MACHINES, & MATERIALS

- Uses system monitoring and analysis equipment, including computers, mobile devices, data loggers, water quality analyzers, meters, gauges, and related instrumentation.
- Uses technical field and monitoring equipment, including SCADA interfaces and diagnostic tools used to evaluate water system performance.

WORKING CONDITIONS

Work is performed in both office and field environments and involves regular visits to construction sites and outdoor facilities, with exposure to varying weather conditions and noise.

The position requires the ability to respond to operational issues 24/7.

Work involves routine driving within the service area, as well as travel between job sites and occasional travel for training, meetings, and conferences.

PHYSICAL REQUIREMENTS

Requires the ability to stand for extended periods on varied surfaces, walk distances up to approximately one (1) mile while carrying materials, and sit intermittently; climb in and out of ditches and on and off equipment; maintain balance around construction sites; bend, stoop, reach, and handle tools and materials throughout the workday; lift and carry materials weighing fifty (50) pounds or more; perform repetitive motions, including wrist flexion and rotation for installation and maintenance tasks; and push and pull equipment or materials as required.

Requires sufficient visual acuity to safely perform work, including awareness of surroundings and the ability to read small print in varying conditions, and the ability to hear a range of sound frequencies, including equipment operation, traffic, and water flow.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performance of their duties just as though they were actually written out in this job description.

Powdersville Water District is an Equal Opportunity Employer

Acknowledgement of Duties:

Employee Signature: _____

Employee Name Printed: _____