

CHESTER COUNTY SOLID WASTE AUTHORITY

POSITION DESCRIPTION

FACILITY ENGINEER

Supervisory Control:

The Facility Engineer reports to and receives directions from the Executive Director.

Budgetary Control:

The Facility Engineer has an authorized purchasing limit for materials and services of up to \$1,000. Purchases in excess of this amount must receive the prior approval of the Executive Director.

Responsibilities:

The Facility Engineer is responsible for engineering planning, permitting, design, construction contract administration, and record documentation of all Authority facilities. The Facility Engineer is responsible for the entire engineering program at the facility.

The Facility Engineer makes decisions and recommendations that are recognized as authoritative and have an important impact on the Authority's facilities and operation. Initiate and maintain extensive contacts with consultants, vendors, engineers, contractors, and officials of other organizations and companies. Requiring skill in persuasion and negotiation of critical issues. Demonstrate creativity, foresight, and mature engineering judgement in anticipating and solving unprecedented engineering problems. Determine program objectives and requirements, organize projects, and develop standards and guides for diverse engineering activities.

Principal Duties:

1. Administration and management of CCSWA's Engineering department.
2. Solution of critical engineering and construction problems, including those requiring current technological advances in the solid waste industry.
3. Recommend capital improvement, personnel, and funds necessary for ongoing operation, including annual budget preparation.
4. Supervise, direct, and administer outside consultants, engineers, and other technical service companies, including initiating and managing the selection process and negotiating contract terms.
5. Initiate and develop a number of important construction projects annually, including management of the bidding process and administration of construction contracts.

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6. Prepare permit applications, plans, and designs for selected projects.
7. Work closely with the Landfill Superintendent to assure the landfill is being constructed as permitted.
8. Prepare and stamp bi-annual PPC Plan.
9. Annual Leachate Recirculation Report
10. Annual Emission Statement
11. Participate as a member of Senior Staff Committee.
12. Participate in public information programs.
13. All other duties as assigned.

Qualifications:

1. Must possess a Bachelor's Degree in civil or environmental engineering from an accredited college or university.
2. Must have six (6) years of engineering experience in the area of solid waste management and/or a related field. Three (3) years of which must include supervision of Technical personnel.
3. Must possess a valid Pennsylvania Professional Engineer's License.
4. Possession of a valid Pennsylvania Driver's License is preferred.
5. Must have the ability to work independently and the initiative and interest to develop his/her own resources.
6. Must have the ability to read, write, speak and understand English sufficiently to perform the duties of this position.
7. Must have the ability to sit and/or stand for a period of eight (8) hours.
8. Must have the ability to physically and mentally perform required duties with reasonable accommodations without endangering the health and safety of oneself or others.

REVISED: 03/17