



# Terrebonne Parish Consolidated Government

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## JOB DESCRIPTION

<b>POSITION TITLE.....:</b>	Staff Engineer
<b>DEPARTMENT.....:</b>	Utilities
<b>DIVISION.....:</b>	Administration
<b>CLASSIFICATION/GRADE.....:</b>	Staff Engineer/211
<b>REVISED.....:</b>	11/2017
<b>REPORTS TO.....:</b>	Director of Utilities
<b>REVIEWED.....:</b>	11/2017
<b>WAGES.....:</b>	Salary

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### **SUMMARY:**

Work in this position consists of providing technical support to department divisions. Incumbent exercises considerable judgment and independence utilizing standard engineering techniques, procedures, and criteria to conducting analysis, planning, engineering, operation, and maintenance of the systems. Additionally, incumbent shall participate in activities related to system finances, organizational planning, rate analysis, contract management, etc. Close association and coordination with division superintendents, senior technical staff, and department administration is necessary. The Staff Engineer supervises subordinate assigned clerical and technical personnel.

### **BASIC FUNCTIONS:**

1. Actively participates in all aspects of the short and long term analysis, planning, engineering, operation and maintenance of the system(s) including preparation of plans and specifications, coordination and monitoring of consultant engineers, monitoring of construction activities, and project administration.
2. Directs assigned technical and clerical personnel to achieve established goals. Performs research, prepares cost estimates, and assists in the preparation of contract documents and specifications for projects assigned.
3. Develops and monitors the maintenance of complete and accurate record of system parameters including the physical plant. Assists in maintain compliance with applicable regulations and prepares associated reports.
4. Coordinates with external departments and agencies relative to assigned functions.

### **OTHER REQUIREMENTS:**

1. Valid Louisiana Vehicle Operator's License
2. Good oral and written communication skills
3. Ability to read and interpret engineering plans and specifications
4. Strong personal computer and analytical skills
5. Availability to work outside normal business hours as required to meet workload or as required in emergencies.

### **EDUCATION/EXPERIENCE:**

1. BS Degree from a four (4) year accredited engineering curriculum and Engineering Intern (E.I.) certification or any equivalent combination of education and training.