

**James W. Sewall Company**  
**POSITION DESCRIPTION**

**TITLE:** Water-Wastewater Project Engineer      **DEPARTMENT:** Engineering  
**MANAGER:** Director of Engineering      **EXECUTIVE:** VP ESU  
**Reports:** TBD      **STATUS:** Full-time, exempt

**STATEMENT OF PURPOSE:** To ensure the success of the Sewall corporate mission by helping clients, communities, and employees succeed through responsible engineering and consulting services.

**AREAS OF ACCOUNTABILITY:**

- Demonstrates comprehensive skills, experience, and ability required in the focus area (water-wastewater engineering) to complete or coordinate a primary phase of a standard project (proposal, project management or technical expertise) with limited supervision.

**JOB DUTIES AND RESPONSIBILITIES:**

- Prepares and manages budgets for small to complex projects that may include capital items and project cash flow analysis.
- Effectively coordinates and manages project teams, usually staff engineers, designers and technicians.
- Successfully completes PM training opportunities
- Works consistently with Business Unit operating procedures
- Is organized and timely with administrative tasks including project reports, timely billing and client accounts receivable follow-up.

**TECHNICAL COMPETENCIES REQUIRED:**

- Technical competence in the field of engineering for which he/she is trained/licensed.
- Ability to write small to complex proposals, insuring compliance with BKM's, governing standards, and regulatory requirements.
- Provide project design and execution for small to complex projects that may include other functional areas.
- Successfully executes projects with minimum assistance from senior staff.
- Ability to interact with all levels of client management.

**KEY PERSONALITY TRAITS REQUIRED TO SUCCEED IN THIS POSITION:**

- Is motivated and can motivate others.
- Listens to small groups and acts on recommendations or implements own ideas for improvement.
- Strong familiarity with all company resources and client services and sells additional services to clients.
- Actively promotes the best interest of the Company.
- Maintains positive image and good social conduct.
- Is respectful and respected.
- Demonstrates integrity with actions.
- Effectively communicates and presents for project success.
- Ability to apply strong analytical skills to a variety of technical and business issues.
- Willingness and ability to take increasing levels of responsibility for work product and efforts.
- Ability to apply autonomous creativity to both solo and group objectives.
- Willingness and ability to exercise judgment and define objectives.
- Willingness and ability to follow through on all efforts undertaken.
- Ability to thrive in a small, flexible and dynamic environment.

**RELATED EXPERIENCE AND/OR EDUCATION REQUIRED TO SUCCEED IN THIS POSITION:**

- A four year Bachelor of Science Degree in Engineering.
- A minimum of five years of experience involving the design of water distribution and treatment systems; wastewater collection, conveyance and treatment systems and processes; hydraulics; and construction oversight/management.
- Licensed to practice in the State of Maine and such other states or provinces that are part of his/her hiring scope of services.

**PHYSICAL REQUIREMENTS OR LIMITATIONS:** Must be able to visit a variety of locations including client offices, construction sites and undeveloped sites, work on a computer/monitor and conduct business by telephone; navigate vehicles and function under adverse outdoor conditions during field inspection work. Must be willing to travel 5% to 20% of work week.