



Department: Engineering
[Pay Band](#): # 10
[FLSA Status](#): Exempt

Design Supervisor

Job Description

Role:

Performs work reviewing and approving water and sewer design plans and calculations for water and sewer projects, conducting contract administration, providing cost and fee estimates, coordinating construction operations, drafting design plans, performing GIS updates, and any work as apparent or assigned. This position reports to the Engineering Manager. Supervision is exercised over assigned staff.

Essential Functions:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- Plans, assigns, trains, oversees, and supervises work of assigned staff.
- Reviews and approves water and sewer design plans and calculations, site plans, subdivision plats, preliminary plans, and easements for water and sewer projects; prepares water certifications for Virginia Department of Health Local Review Program submittal.
- Performs contract administration for developer projects; calculates project review fees and surety requirements; reviews construction cost estimates; coordinates construction operations; reviews and processes waivers and change requests.
- Serves as liaison between developers, consultant firms, contractors, regulators, and customers; receives and answers service inquiries; attends committee meetings; coordinates review processes and project requirements with the County and other agencies.
- Performs research on deeds, easements, and water and sewer plan documents to assist with repairs and customer and Utility Locator inquiries.
- Assists with easement negotiations and project management as directed.
- Prepares developer packages and contract documents; issues certificates to construct.
- Assists with policy and master specifications updates as needed.
- Assists with gathering data for preliminary project planning, modeling purposes and system analyses as necessary.
- Helps to prepare and maintain the Geographical Information System (GIS) and hydraulic models on the various BRWA systems.
- Participates in development of project budget requirements, engineering plans, and specifications for capital improvement and replacement projects.
- Performs computer aided drafting and design (CADD) on various water and sewer projects including waterlines, sewer lines, and easement drawings.

- Prepares and review project estimates for capital and internal projects.
- Assists with monitoring reviews and permits for development projects; assist staff in plan review to insure adherence to Authority standards, specifications, design preferences and constructability.
- Makes effective independent decisions representing day-to-day issues that do not require team discussion, input or agreement.
- Recommends changes in goals, policies and equipment to maximize utilization of resources.
- Conducts public informational meetings as necessary.
- Performs other duties as assigned by the Engineering Manager.

Minimum Qualifications:

- Bachelor’s degree in Civil Engineering and four years of experience in civil engineering, including a minimum of one year of experience with water and sewer design.
- Must be a registered Professional Engineer (PE) in the state of Virginia.
- Obtain CPR and First Aid certification within six months of hire.
- Valid driver’s license in the Commonwealth of Virginia.

Additional Information:

- This position has supervisory responsibility over assigned staff. Responsibilities include rewarding, disciplining up to but not including termination; training, planning, assigning, and directing work; addressing complaints and resolving problems.
- This position typically requires working Monday through Friday from 8:00am to 5:00pm with a one (1) hour lunch break.

Working Conditions:

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Employees sit most of the time but may walk or stand for long periods of time.
- This classification involves occasional physical agility requirements such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements, ability to express ideas and ability to hear information at normal spoken word levels.

Physical Exertion (Pounds)	
Up to 10	Frequent
Up to 25	Occasional
Up to 50	Seldom
Up to 100	None
100 or more	None

Environmental Exposures	
Work near moving mechanical parts	Seldom
Work in high, precarious places	Seldom
Toxic or caustic chemicals	None
Outdoor weather conditions	Seldom
Extreme Cold, non-weather	None
Extreme Heat, non-weather	None
Noise Level	Low

Employment Eligibility/Work Authorization Requirements:

The BRWA is committed to employing only individuals who are authorized to work in the United States and who comply with applicable immigration, employment law, and criminal background clearance. As a condition of employment, every individual must provide satisfactory evidence of his or her identity and legal authority to employment. The Authority is an equal opportunity employer.

Condition of Employment:

This position serves at the will of the Executive Director.

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position.

Print Name

Date Signed

Signature