Virgin Islands Waste Management Authority

Job Vacancy Announcement

Staff Engineer

St. Croix

St. Thomas

EXEMPT

SALARY: Commensurate with Experience

DEADLINE: December 3, 2021

The Staff Engineer is generally responsible for the overall management of engineering projects including planning, design, construction, start-up testing and acceptance. He/ She will be responsible for providing engineering experience; preparing engineering plans, specifications, cost estimates, and construction schedules for capital improvement and maintenance projects; reviewing shop drawings; performing construction inspection, contract management, and administration; managing project and grant budget and progress reports; and providing technical support for troubleshooting operations, evaluating procurement bids and proposals.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prepares, reviews, and updates the 5-year Capital Improvement Plan.
- Recommends capital improvement projects for the Authority's infrastructure and assets to improve operational efficiency, reliability, redundancy, and life cycle.
- Prepares detailed engineering design reports and project plans.
- Prepares scopes of work, bid documents and cost estimates for wastewater and solid waste infrastructure projects.
- Review proposals and bids and evaluates and recommends the selection of qualified engineering consultants and/or construction contractors
- Prepares and reviews Environmental Assessment Reports and other environmental, permitting, and easement documents.
- Perform and reviews civil/hydraulic design calculations as required.
- Performs computations and reviews plans by others.
- Prepares specifications for equipment for the waste management industry.
- Reviews manufacturer's shop drawings.
- Reviews construction drawings and estimates materials quantities.

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Charlotte Amalie, VI 00802
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- Monitors the work of engineering consultants and construction contractors.
- Conducts value engineering on design plans and specifications.
- Manages and ensures the accuracy and quality of engineering work.
- Acts as a Resident Engineer on select construction projects.
- Prepare inspection reports and progress reports on project cost and scheduled.
- Manages and controls project budgets and schedules.
- Reviews contractors' payment requests for payment.
- Review O&M Manuals, start-up testing and acceptance protocols.
- Updates and maintains as-built drawings file.
- Provides technical assistance and support to meet the Authority goals.
- Perform other related duties as assigned.

EDUCATION AND EXPERIENCE:

- A Bachelor's degree in Civil, Mechanical or Electrical Engineering or a related Engineering field, degree must be from an accredited college or university and a minimum of three (3) years of relevant engineering experience is required with a minimum of two (2) years of project management experience; and
- Experience in design and planning of civil and pumping and conveyance systems and solid waste management technologies and facilities.

Virgin Islands Waste Management Authority is an Equal Opportunity Employer

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