



## **MARSHALLTOWN WATER WORKS PROJECT ENGINEER**

Marshalltown Water Works (MWW) is accepting applications for the position of Project Engineer. Under the direction of the General Manager, designs improvements to water distribution systems and treatment facilities and processes, and provides technical assistance and oversight during construction.

This position has hybrid work options with remote work possibilities. The ideal candidate will be a proactive problem solver with exceptional communication skills and meticulous attention to detail.

### **ABOUT MARSHALLTOWN WATER WORKS**

Marshalltown Water Works (MWW) is dedicated to providing high quality drinking water to Marshalltown and the surrounding area, delivering an average of 6 MGD to its customers through 165 miles of water main. MWW has several ongoing projects, to include a 6 mgd treatment plant expansion and substantial distribution system improvements.

We know that water is a valuable resource – one that plays a critical role in sustaining life, and we take our mission to protect public health seriously. At MWW, we are proud to be united by integrity, respect and the pursuit of excellence to be the best we can be for the customers and communities we serve. Together, the team at MWW uses science, technology, capital investments, and amazing talent to provide communities with clean, safe drinking water.

### **COMPENSATION:**

Salary: \$65,000 – \$110,000/year, starting wage dependent on training and experience  
40-hours/week, 8-5 M-F with hybrid work options  
Competitive benefits package offered

### **ESSENTIAL FUNCTIONS:**

- Coordinate projects with other Marshalltown Water Works managers.
- Prioritize; design; and prepare plans and specifications, IDNR construction permit applications, and cost estimates for water system infrastructure projects.
- Perform field survey of topographic information and coordinate with utility companies in order to perform the data collection necessary for design of infrastructure projects.
- Perform all drafting activities associated with the design and development of construction plans using CAD software.
- Ensure that projects meet all federal, state, and local regulations and standards.
- Create bid documents and facilitate bidding process.
- Serve as project engineer; provide construction observation and administration on both in-house and contracted construction projects.
- Manage consulting engineering contracts and provide project management for projects assigned to outside engineering consultants.
- Ensure contractor compliance with plans and specifications for improvements and additions.
- Develop conceptual plans and cost estimates for future capital improvement projects.
- Prepare, obtain needed signatures for, and file easements.
- Coordinate database development and maintenance with internal staff and external consultants to support water infrastructure system models.
- Represent MWW at project meetings with local, state and federal agencies.
- Review construction plans submitted by developers, outside agencies, or consultants for compliance with MWW requirements.
- Review and revise MWW construction standards as needed.

- Review submittals and shop drawings related to construction projects.
- Prepare as-built records and coordinate with MWW staff and consultants to maintain MWW's infrastructure GIS system records.
- Provide assistance as needed on questions concerning water service and construction projects.
- Represent MWW professionally with positive public relations and image with customers, including City departments and staff, contractors, developers, property owners and the community in general.
- May be required to work during emergency situations.
- Perform other related duties as assigned.

**ESSENTIAL REQUIREMENTS:**

- Bachelor's Degree in Civil Engineering or related engineering field.
- Licensed as a Professional Engineer in the State of Iowa or if issued by another state, the ability to obtain within 6 months.
- Five years of experience in engineering design and construction oversight of water distribution or other utility systems.
- Proficiency with Microsoft Office and CAD software (AutoCAD Civil3D preferred).
- Ability to set up CAD software for in-house distribution system improvements plan preparation.
- Experience with survey equipment/software and GIS software.
- Experience with contract documents, engineering agreements and project scheduling.
- Excellent written, verbal and interpersonal communication skills.
- Ability to work collaboratively with a diverse population.
- 96% minimum attendance.

**ESSENTIAL PHYSICAL DEMANDS:**

- Occasionally climbs and descends stairs and ladders.
- Occasionally works in confined spaces.
- Occasionally handles up to 50 lbs.

**ENVIRONMENTAL CONDITIONS:**

- Normally inside building.
- Occasionally exposed to adverse weather conditions.
- Occasionally exposed to traffic and machine noise.
- Occasionally exposed to hazardous chemicals.
- Occasionally in excavations with mud and water.

All the above duties and responsibilities are essential job functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills, and/or ability deemed necessary to perform the job duties, responsibilities or requirements. Employees may be required to perform any other job-related activities as directed by their supervisor, subject to reasonable accommodation.

**To Apply:** Submit completed MWW application, resume and cover letter to:  
 Shelli Lovell, General Manager  
 205 E State Street, PO Box 1420  
 Marshalltown, IA 50158  
 OR  
[questions@marshalltownwater.com](mailto:questions@marshalltownwater.com)

Download the MWW application from <https://marshalltownwater.com/employment> or request by calling the MWW office at (641) 753-7913.

**Closing Date:** The position will remain open until filled.

**Contact for additional information:** Shelli Lovell, MWW General Manager, (641) 753-7913