

From: [Stephens, Jesse](#)
To: [Perkins, Drew](#)
Subject: Approve Job Description for Facilities Engineering Manager - Item I(8)
Date: Monday, November 17, 2025 4:20:48 PM
Attachments: [Facilities Engineering Manager.pdf](#)
[image001.png](#)

Dear Board of Trustees,

Attached is the job description that was advertised in July/August of 2024 for the position I formerly held. I am continuing to work on a revision to this job description that would allow for the potential for someone other than a professional engineer to hold this role, such as an engineering technician or other industry professional that may be a good fit for the position but may not necessarily fit the job description as written. I would like to table this item until the December meeting. I project we will have a better understanding on the timeframe of the building renovation, and potential temporary office relocations, and other pending matters by that time.



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TITLE:	FACILITIES ENGINEERING MANAGER	FLSA:	Exempt
PREPARED:	July 2024	UPDATED:	

Summary: Under the general supervision of the Executive Director, the Facilities Engineering Manager is responsible for the engineering tasks and related functions for the BCRSD, such as preparation and review of detailed calculations, plans, quantity take-offs, cost estimates, technical specifications, inspections, and other engineering or technical tasks as may be required. The position requires significant knowledge of engineering, mapping, and the long-term planning, development and integration of capital projects for a wastewater utility.

Essential Job Functions: *As defined under the Americans with Disabilities Act, essential functions may include any of the tasks, knowledge and skills listed below. The list is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbents may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Perform sanitary sewer evaluation studies, including analysis of flow data, reviewing inspection data and preparing maintenance and rehabilitation plans for collection systems.
- Analyze treatment plant performance and perform de-bottlenecking evaluations.
- Manage District's hydraulic models, retain current model output for all collection and treatment systems.
- Evaluate new technologies to identify challenges, potential threats or opportunities which might impact operations. Develop/implement appropriate mitigation plans.
- Collect and maintain data for engineering projects. Analyze and validate data.
- Ensure infrastructure is designed and maintained to comply with state and federal environmental regulatory requirements.
- Coordinate and manage engineering drawings and material specifications to assure compliance with BCRSD User Regulations and other applicable standards.
- Collaborate with regulatory agencies, and other stakeholders to ensure compliance with environmental regulations and permit requirements.
- Provide planning and technical assistance for capital improvement projects.
- Assist in strategic planning necessary to assist the District to deliver consistent or improved customer value through innovation and operations.
- Manage digitalization of District's engineering, mapping, and system assets.
- Assist in fiscal management related to capital improvements, including cost development, budgets and financing capital improvements, as needed.
- Review and analyze integration of developer donated or constructed collection and/or treatment systems with District facilities, including identification of potential problems and solutions.
- Assist the Project Manager with project deliverables as needed.
- Provide oversight of District contracts, including engineering contracts and construction contracts, as assigned.
- Apply District policies and user regulations necessary for the operations of BCRSD and assist in the development and/or modification of user regulations as they may be necessitated.
- Promote a safe working environment through adherence to safety policies, procedures and regulations.
- Perform related work as needed or assigned.

Required Knowledge and Skills:

- Working knowledge of proper and effective practices, methods, and procedures related to wastewater treatment and collection.
- Working knowledge of engineering principles, practices, and methods.
- Working knowledge of standards required in planning construction projects and wastewater system improvements.
- Working knowledge of state and federal environmental requirements.
- Ability to implement construction programs to achieve environmental compliance.
- Ability to plan, organize, implement, assess, and recommend improvements to sewage collection and treatment systems.
- Ability to prepare and/or review accurate plans, specifications, cost estimates, and engineering reports.
- Ability to make accurate engineering computations and drawings.
- Ability to work on multiple projects in a dynamic work environment utilizing strong time management skills to meet deadlines
- Ability to communicate effectively, both orally and in writing, to prepare, understand and deliver complex technical reports.
- Ability to establish and maintain effective working relationships with co-workers, customers, the community, local governments, and regulatory agencies.
- Must possess exceptional computer skills and the ability to work with multiple software applications, including MS Office applications.

Education, Experience and Certification:

- Possession of a bachelor's degree in engineering and five years' experience in a field related to wastewater utility.
- Professional Engineer (P.E.) license preferred but not required.
- Possess and maintain a valid Missouri Driver's license.

Environmental Factors and Conditions/Physical Requirements:

- Work is generally performed in office.
- Work requires inspection of field areas that contain loose rock, mud, ledges, steep inclines, precarious footholds, and other environmental hazards.

Equipment and Tools Utilized:

- Equipment utilized includes computers and standard office equipment

Salary Range:

\$88,974 - \$129,902