

From: [Jesse Stephens](#)
To: [Drew Perkins](#)
Subject: Job Description for Facilities Engineering Manager / Engineering Technician - Item G)(2)
Date: Saturday, December 13, 2025 5:23:44 PM
Attachments: [Facilities Engineering Manager Engineering Technician Job Description.pdf](#)
[Outlook-1acio0wd.png](#)

Dear Board of Trustees,

Please find the attached revised job description of the Facilities Engineering Manager / Engineering Technician. Provisions have been made within the job description to allow for the potential option of an engineering technician, should it become difficult to obtain a more senior level applicant. Salary range provisions have been made for both the Engineering Manager and Engineering Technician options.

I'm seeking a motion to allow the Executive Director to advertise and seek applicants for this position.



Jesse Stephens, PE - Executive Director

Boone County Regional Sewer District (BCRSD)

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TITLE:	FACILITIES ENGINEERING MANAGER / ENGINEERING TECHNICIAN	FLSA:	Exempt
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PREPARED:	December 2025	UPDATED:	
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Summary: Under the general supervision of the Executive Director, the Facilities Engineering Manager or Engineering Technician is responsible for the engineering tasks and related functions for 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.
- Ability to work in AutoCAD Civil 3D is preferred.
- Ability to work with ESRI GIS software is preferred.
- Ability to work with sewer modelling software such as Sewer GEMS or KY Pipe is preferred.

Education, Experience and Certification:

- Possession of a bachelor's degree in engineering and five years' experience in a field related to wastewater utility. A construction management or engineering technician degree may be considered for Engineering Technician
- Professional Engineer (P.E.) license preferred. Applicants not capable of obtaining a professional engineering license may be considered for Engineering Technician.
- 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
- Surveying equipment

Salary Range:

\$72,342 - \$129,902 (Facility Engineering Manager)

\$58,718 - \$85,738 (Engineering Technician)