



# CHEROKEE METROPOLITAN DISTRICT

## Internal Job Posting

**Job Title:** Civil Engineer

**Posting No.:** 2024-05

**Hiring Range:** \$120,000 - \$150,000/ANNUAL D.O.Q.

**Open Date:** April 3, 2024

**Close Date:** UNTIL FILLED

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### **Job Description:**

Cherokee Metropolitan District has an opening for the position of a Civil Engineer to join our team. This position, when filled, will require the incumbent individual to report to the General Manager and work as an important part of the District's Senior Leadership Team. Responsibilities include but are not limited to the following: managing water rights acquisition and development strategy, advisory input and analysis for water and wastewater capital projects and operations, contract and project management, current and future water demand analysis, grant acquisition, and construction oversight. The Civil Engineer position is a full-time, salaried position, and is considered exempt under the Fair Labor Standards Act.

### **Essential Functions**

- Work closely with operations staff, District manager, and District board to evaluate infrastructure needs, develop District capital project priorities, and manage District capital projects.
- Supervise Cherokee engineering department including other engineers and SCADA team.
- Provide engineering support to other Cherokee departments including operations, customer service, legal, and golf.
- Negotiate and track design, construction, and maintenance contracts with vendors.
- Review and provide input on water, wastewater, and financial agreements with regional partners.
- Collaborate with CMD financial teams to develop annual budgets.
- Support and develop strategic water and wastewater plans and coordinate the activities needed to implement goals, objectives, policies, and procedures to ensure sufficient water supply and wastewater treatment capacity.
- Contribute expertise to water court cases and other legal proceedings.
- Cultivate relationships with other regional utilities, vendors, developers, and governments.
- Prepare, issue, and manage public design and construction solicitations.
- Maintain District development standards and supervise development review process.
- Perform other duties and responsibilities as assigned.

### **Knowledge, Skills, and Abilities**

- Significant working knowledge of water and wastewater facilities and operations.
- Demonstrated skill in successful multi-disciplinary project management.
- Strong oral, written, and interpersonal communication skills.
- Strong ability to prioritize capital project needs, and adapt to changing regulatory environment
- Ability to communicate in a positive and friendly manner with coworkers, elected officials, and the public.
- Working knowledge of traditional and alternative project delivery frameworks.
- Experience collaborating with regional partners, the business community, land developers, and local government.
- Familiarity with water and wastewater development plan review.



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## Internal & External Job Posting

- Experience with industry safety standards and construction code requirements.
- General understanding of media and communication strategies.
- Proficiency with Microsoft Office Suite, including Word, Excel, Power Point, and Outlook.
- Familiarity with ArcGIS and ArcGIS online
- Proficiency with AutoCAD and Civil 3D.
- Ability to read and interpret civil design plan layouts.

### **Education and/or Experience**

- Bachelor's degree in Civil Engineering, Water Resource Engineering, Environmental Engineering, or related field.
- Licensed as a Professional Engineer in the State of Colorado.
- Minimum of 10 years of experience in water resource engineering, civil engineering, or closely related fields.
- Knowledge and experience in Colorado Water Law and principles required.
- Work experience managing multiple projects and ability to meet strict deadlines. (PMP a plus)
- Experience with water rights protection and development activities involving consultants, legal counsel, water rights attorney, and District leadership.
- Excellent communication, organizational, and networking skills required including presenting technical information to peers and public.
- Experience with budgeting for capital project forecasting and financing for a public utility.
- Valid Colorado Driver's License with an acceptable Motor Vehicle Record.

### **Attractive Benefits Package**

- 100% Employee medical, dental and vision coverage (choice of medical plans after 30 days)
- 75% Spouse and Dependent medical, dental and vision coverage (choice of medical plans after 30 days)
- 457 deferred compensation retirement plan with 8% company contribution, no employee match required
- 30-day vesting
- 13 paid holidays (On-call duties may require work during holidays, with pay)
- Paid vacation and personal day (after 90 days)
- Paid sick leave (accrual begins upon start)
- Safety gear, including work boot allowance
- Uniforms provided
- Company vehicle for duty requirements
- Cherokee promotes career development and provides opportunities to grow professionally through development of technical knowledge and skills delivering challenging projects.

### **Additional Information**

FLSA Status: Exempt

Supervisory Classification: Yes

Probationary Period: 90 days



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This job description is not intended to list every function of the position, does not constitute an employment agreement, and is subject to change. It is not intended to limit management's rights to assign, direct and control the work of employees under their supervision.

To ensure the safety of the public and reduce the risk for loss, background screenings and pre-employment drug testing are completed on applicants selected for employment. This position is subject to a screening process including but not limited to criminal history search, reference check, degree and employment verification, motor vehicle record check, and/or credit report.

Interested applicants should submit a completed Cherokee Metropolitan District employment application, resume and letter of interest to Human Resources, **no later than 5:00pm on the close date.** Applications are available online at [www.cherokeemetro.org](http://www.cherokeemetro.org) or by contacting Human Resources Administrator, Connie Hughes ([chughes@cherokeemetro.org](mailto:chughes@cherokeemetro.org)). Applications are also available at the District's office located at 6250 Palmer Park Blvd. Résumés will not be accepted in lieu of an application and applications submitted via job search websites do not satisfy the requirement to complete the application found at [www.cherokeemetro.org](http://www.cherokeemetro.org).

**The Cherokee Metropolitan District is an Equal Opportunity Employer**