



WOODINVILLE WATER DISTRICT

17238 NE Woodinville-Duvall Road
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POSITION ANNOUNCEMENT – SENIOR PROJECT ENGINEER

OPENING DATE: August 5, 2025

CLOSING DATE: Open Until Filled

POSITION: Senior. Project Engineer

EMPLOYMENT TYPE: Full time

SALARY/BENEFITS: Senior Project Engineer: \$139,745 to \$187,272 Annual Salary (DOQ) +
The District offers an industry leading package of benefits to employees and their dependents including paid time-off, insurance (medical, dental, vision), Washington State Department of Retirement Systems, 457 Deferred Compensation Plan, HRA VEBA, Flexible Spending Account (FSA), Training and Tuition Assistance.

ABOUT THE DISTRICT:

The Woodinville Water District provides potable water and wastewater collection and conveyance within portions of King and Snohomish Counties in Washington State. The District's water distribution system includes an approximately 30 square mile retail water service area that includes the City of Woodinville and portions of the cities of Kirkland, Redmond, and Bothell, as well as parts of unincorporated King and Snohomish Counties. The District's Sanitary Service Area includes a smaller subarea of the District's larger water service area boundary that is focused primarily in the City of Woodinville. The District has a staff of 40 employees and is a great place to work where team members typically stay a long time. We are committed to a growth mindset culture and to supporting each other in doing our best work for the water and sewer customers we serve.

ABOUT THE POSITION:

The District's Engineering Department is hiring for a unique, senior-level role. We are looking for a collaborative, highly motivated Senior Project Engineer that has a strong background in water and sewer utility project management.

- The Senior Project Engineer is a senior-level position that independently performs and directs engineering, construction, and related functions within the District; manages approximately \$5 million in capital improvement projects; and coordinates the District's engineering projects along with District staff and outside consultants, under the general supervision of the District Engineer/Director of Engineering. The Senior Project Engineer will fill in for the District Engineer/Director of Engineering as needed.

KEY RESPONSIBILITIES:

As a Professional Engineer, the Senior Project Engineer is responsible for project management and for developing and/or reviewing engineering plans and specifications for capital improvement projects proposed by, or required by the District, responsibilities include:

- Performs preliminary project engineering and project scoping, including written project analysis, preliminary drawings and specifications, preliminary cost estimates, and preliminary legal/boundary research.
- Develops or reviews final project engineering construction drawings and detail specifications either in-house or by directing the activities of outside consultants.
- Assists with creating and implementing new procedures and enforces current procedures.
- Manages capital improvement projects from initiation through bid opening, construction and project closeout.
- Identifies, where appropriate, capital project funding options (e.g., grants or low-interest loans) and manages, or oversees other's work to manage, funding applications and reporting efforts to ensure compliance with funding requirements.
- Meets with contractors, property owners, agency representatives and other interested parties to negotiate contract terms; directs field inspections to ensure compliance with contract documents; resolves problems and requests for contract changes and prepares payments for public works contracts and recommends approval of projects upon completion.
- Represents the District's interests in interagency coordination by working with agencies on proposed developments analyzing the impact on water and sewer utilities; works with interagency committees and/or planning agencies on long-range plans and dispute resolution; and represents and interprets the District's role and reports on interagency activities to District management and Commissioners.
- Recommends standards for equipment, materials, and installations for water and sewer systems in the District; drafts amendments to standards and specifications for the installation of water and sewer facilities and appurtenances and submits recommendations to the District Engineer/Director of Engineering for final approval.
- Develops planning reports, environmental assessments, comprehensive plan amendments, and other written documents required for District activities; prepares engineering and planning reports for implementing water and sewer service and submits recommended comprehensive plan amendments to District Engineer for consideration.
- Provides guidance to Senior Engineering Technician, Senior Construction Inspector, Engineer, and Project Engineer. Understands these roles and can fill in for customer service and inspection as needed.
- Maintains and updates the District's hydraulic modeling software, runs fire flows and performs hydraulic analysis and generates reports based on findings.
- Fill in for the District Engineer/Director of Engineering as needed.

EXPERIENCE and QUALIFICATIONS:

Bachelor's degrees in civil engineering or related field.

Registration as a Licensed Professional Engineer (PE) for Washington State.

Ten (10) years of progressively responsible Engineering experience in Civil Engineering. Extensive water and sewer utility engineering experience is preferred. Demonstrated experience working in Water and Sewer infrastructure. To understand the full requirements and the knowledge, skills and abilities needed for these positions, please see the complete job description at woodinvillewater.com.

DISTRICT BENEFITS:

The District offers a full benefits package with full family coverage for medical, dental, and vision. The District offers many other benefits including 12 days of vacation per year (increases annually to a maximum of 25 days per year after 20 years), 12 days paid sick leave, 13 paid holidays per year, including 2 floating holidays of your choice per year, 2% deferred compensation match of employee base pay, HRA VEBA, wellness program, employee assistance program, training and tuition assistance.

EQUAL OPPORTUNITY:

Woodinville Water District is an Equal Opportunity Employer and values diversity in its work force that is representative of the community we serve. We do not make decisions on the basis of an individual's race, color, gender, sexual orientation, gender identity or expression, religion, national origin, marital status, age disability, veteran status, genetic information, or any other protected status under federal, state, and local laws. We believe diversity and inclusion among our teammates is critical to the success of our District operations.

TO APPLY:

Submit a completed District Application Form or email a cover letter and resume to jobs@woodinvillewater.com. Application Forms are available on our website at www.woodinvillewater.com. Applicants who are invited to participate in the interview process will be notified by phone.