



Example of Water / Wastewater Job Description

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Our growing company is looking to fill the role of water / wastewater. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for water / wastewater

- Preparing subcontract documents for signature
- Assembling and maintaining all original bid documents in a secure location
- Collecting, assembling, archiving, and maintaining a data base of "selected" and "non-selected" bids and quotes
- Maintaining positive relationships with equipment vendors and subcontractors
- Assisting the ID PM and Procurement Manager in developing Project Procurement Plan
- Assisting the ID PM and Procurement Manager in developing Project Commitment Authority Matrices
- Assist in providing, coordinating and organizing procurement information / materials for "hand-off" to the project execution team
- Participating in "estimate hand-off" meeting
- Oversee development of all program contracts reports and related communications
- Writes reports and studies, prepares presentations

Qualifications for water / wastewater

- Relevant degree, ideally in chemical engineering or demonstrated specialisation in water/wastewater treatment
- Bachelor degree in Civil/Environmental Engineering from an accredited college with a water/wastewater/reuse focus

- Experience completing municipal water, wastewater, and reuse infrastructure projectsBasic knowledge of industry standard computer software (examples include ArcGIS, BioWin, WaterCAD, InfoWater, SewerCAD, and InfoSewer)
- Proficient in basic desktop computer programs such as MS Word, Excel, Project, and PowerPoint