Job Description

Position Title:	**Civil Engineer I**
Department:	Natural Resources
Work Location:	East Wenatchee/Wells Hydro Electric Project
Supervisor:	Chief Dam Safety Engineer
FLSA Status:	Exempt
Date Updated:	08/11/2026

POSITION SUMMARY:

The Civil Engineer I supports the District's dam safety program to help ensure the structural integrity and operational safety of the Wells Hydroelectric Project through instrumentation monitoring, dam inspections and engineering evaluations. This position will work closely with a multi-disciplinary team of engineers, consultants, and craftspeople at the Wells Hydroelectric Project and its related facilities. This position requires frequent travel to the Wells Hydroelectric Project.

ESSENTIAL FUNCTIONS:

- Conduct frequent dam safety inspections of the earthen embankments and concrete structures associated with the implementation of the dam safety program. Provide technical support and dam safety training to operations and maintenance staff.
- Write and review inspection reports, engineering documents, study plans and dam safety related correspondence and letters.
- Monitor dam safety instrumentation and assess, update, and interpret collected results. Analyze and prepare technical reports related to dam safety. Review and update dam safety surveillance and monitoring plans.
- Perform engineering assessments, investigations and analyses on earthen embankments and concrete structures.
- Respond to dam safety emergencies and provide support in the area of emergency preparedness planning.
- Provide field review for civil construction projects and subsurface drilling programs.
- May assist with geothermal projects.
- Support the District's mission and value statements in the performance of job duties.
- Work respectfully and cooperatively with diverse groups of people and maintain professional interactions at all times in the workplace.
- Ensure compliance with all District policies.
- Adhere to the District's Safety Policy and Procedures.
- Operate District vehicles that may be equipped with a GPS device that monitors vehicle location while conducting business on behalf of the District.
- Other duties as assigned.

Due to the nature and scope of the essential functions, the importance of personal interactions between this position, employees, customers, and other members of the public, and the availability of job-related tools, equipment and resources at work, performance of the essential functions requires regular, consistent, on-site attendance while working independently and with others.

This position is designated as safety sensitive.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES:

- Strong computer skills including a solid foundation in MS Office applications, ArcGIS and/or AutoCAD/Civil 3D.
- Excellent technical writing and verbal communication skills.
- Ability to interact with co-workers, contractors, and the public in a respectful and positive manner.
- Excellent problem solving, organizational, and time management skills.
- Adaptability to work with professionals in an office environment and with skilled craftspeople on construction sites or within the power plant.
- Basic knowledge of project management skills preferred.
- Working knowledge of FERC license and dam safety related requirements preferred.
- Must be proficient in reading, writing and speaking English.

EDUCATION AND EXPERIENCE:

Bachelor's degree in civil engineering, geotechnical engineering, engineering geology or geology is required. Although this position is entry level and no experience is required, consideration will be given for experience in the area of dam safety, structures, water resources, or geotechnical engineering. A Washington State Engineer-in-Training (EIT) or Geologist-in-Training (GIT) certificate is desired.

COMPETENCY REQUIREMENTS:

Safety: Demonstrates that safety is the top priority when performing any job duty or task; prioritizes personal safety and the safety of co-workers and the public.

Accountability/Dependability: Accepts responsibility for quality of own work; acknowledges and corrects mistakes. Shows up on time, meets standards, deadlines and work schedules.

Productivity: Is able to demonstrate completion of assigned tasks through work product and documentation. This will include evidence that clearly shows work was completed on time and with above average quality.

Teamwork: Promotes cooperation and mutual respect with all co-workers.

Adaptability/Flexibility: Responds positively to changing business needs and responsibilities. Adapts when redirected and develops methods to achieve results and remain accountable.

Professionalism: Interact daily with others in a professional manner. Treat others and be treated with respect; perform with integrity, honesty and professionalism; participate constructively in open communication; help to resolve issues and difficult situations in ways that reduce conflict and maintain good working relationships;

improve work performance and take an active part in generating a mutually supportive environment. Recognize that diversity is an asset and value cultural, physical and professional differences.

CERTIFICATIONS:

- A valid driver's license and proof of good driving record is required for this position (will be verified upon job offer). Out-of-state candidates must acquire a Washington State driver's license within 30 days of employment.

PHYSICAL REQUIREMENTS:

- Occasionally lifts and carries objects up to 45 lbs.
- Frequently stands and walks throughout the workday, including on uneven terrain.
- Occasionally climbs ladders, stairs, and fixed structures.
- Requires vision sufficient to read gauges, displays, and written specifications, with our without corrective lenses.
- Requires hearing sufficient to detect alarms, warning signals, or verbal instructions in a field environment, with or without corrective lenses.
- Occasionally works outdoors in varying weather conditions, including extreme heat or cold.
- Occasionally exposed to ambient mechanical noise from operating generating units, including in office or administrative areas located within the hydrocombine structure.

BACKGROUND SCREENING

In accordance with the North American Electric Reliability Corporation (NERC) standards, Douglas County Public Utility District #1 conducts post-offer background screening of personnel who have access to the District's critical physical and/or cyber assets.