

Job Description: UTILITIES ENGINEER

PAY GROUP: U22

EEOC CATEGORY: Official/Administrator

FLSA: Exempt

SUMMARY OF POSITION:

Provides engineering support to all Utility Capital improvement projects. Participates in utility project management for construction projects to include: water, wastewater, and electric, review of plans and contract documents, contract negotiations and administration, quality assurance, negotiation of change orders, preparation of cost estimates, monitoring of work progress and review of plans to ensure conformance with City requirements. The Utility Engineer will work closely with consulting engineering firms during development of construction documents, evaluation of bid submittals and administration of the project. This position will also participate in identifying and planning future utility projects.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: Senior Utilities Engineer
2. Directs: Projects and External Consultants
3. Other: Works with departmental personnel, other department heads, contractors, staff and representatives from other governmental agencies, engineering firms, and the general public.

EXAMPLES OF WORK:

Essential Duties*

Works closely with Department Directors and Senior Utilities Engineer to develop Utility capital improvement projects;

Works closely with consulting engineers in project planning, organizing, and management;

Participates in the management and inspections of water, sewer, and electric utilities related projects;

Inspects city facilities and work crews in the field to ensure that assignments are being carried out properly and that work quality and safety standards are being maintained;

Inspects utility capital improvement projects for completeness and quality of work and compliance with mandated standards;

Responds to citizen requests;

Participates in the City's GIS/GPS mapping system development and maintenance;

Assures that adequate departmental activities records are maintained and that appropriate periodic and special reports are prepared and distributed;

Provides guidance and problem-solving in field situations;

Reviews plans for City utility projects;

Assists the in calculating utility impact fees;

Oversees construction projects including requests for proposals, receiving bids, recommending successful bidder, contract compliance, approval for pay requests, and project acceptance;

Assists in developing and updating a Five-Year Utility Capital Improvement Plan;

Other Important Duties*

Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Demonstrated knowledge of: professional engineering design, field and utility operations.

Excellent working knowledge of and ability to: apply general management principals; and interpret and communicate to others rules, regulations, and guidelines prepared by state and federal agencies on a variety of programs.

Knowledge of: budget procedures and practices and contract management.

Ability to: recognize, evaluate, and respond adequately to a variety of policy issues faced by the city; communicate and evaluate a variety of data and to make sound decisions regarding those data as they apply to providing services; successfully establish working relationships with other city employees and with the general public; and maintain appropriate necessary certifications.

ACCEPTABLE EXPERIENCE AND TRAINING

* for the purpose of compliance with the Americans With Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations. May 23

High school graduation, or its equivalent, and a civil engineering degree, plus at least three years of experience specifically in the utility engineering (water, wastewater, electric) / project management field;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED:

Registered Professional Engineer in the State of Texas. State of Texas Class C driver's license or available alternate means of transportation.