



Utilities Engineer

Utilities

UTIL/3

JOB SUMMARY

This position performs engineering design and review duties in support of the operation, development, and maintenance of the city's water, wastewater, and reclaimed water utilities. An incumbent in this position may be designated "Utilities Engineer I" if Engineer in Training or "Utilities Engineer II"

MAJOR DUTIES

- Reviews design plans for projects; reviews as-builts and other construction submittals for city acceptances.
- Communicates with engineers, architects, and contractors regarding construction projects; oversees project inspections.
- Manages contracted work; reviews submittals to confirm compliance with city standards; reviews pay applications.
- Develops project plans and specifications for utilities projects; completes and certifies drawings and calculations.
- Communicates with commercial and residential customers to provide information and resolve problems.
- Prepares specifications and bid documents for higher cost procurement contracts.
- Reviews and approves demolition permits.
- Prepares reports on city utility functions and proposed projects.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of municipal water and wastewater systems operations principles and practices.

- Knowledge of civil engineering principles and practices.
- Knowledge of hydraulics, pumping and piping systems, and electrical controls and motors.
- Knowledge of plan development regulations and city utilities standards.
- Knowledge of relevant federal and state laws.
- Knowledge of computers and job-related software programs.
- Skill in problem solving.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Assistant Utilities Director assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include AWWA standards, Ten State Standards, the Florida Administrative Code, the Florida building code, National Fire Protection Association standards, the land development code, and city and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied engineering design and review duties. Strict regulations and the unique nature of each project contribute to the complexity of the position.
- The purpose of this position is to provide engineering support for the city's water and wastewater utility operations. Successful performance helps ensure the effective and efficient operation of the department and affects the quality of life for city residents and visitors.

CONTACTS

- Contacts are typically with co-workers, other city employees, vendors, suppliers, state and local government officials, elected and appointed officials, community leaders, business leaders,

consultants, representatives of other utilities providers, and the general public.

- Contacts are typically to exchange information, motivate persons, negotiate matters, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table. The employee occasionally lifts light objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has functional supervision over assigned personnel.

MINIMUM QUALIFICATIONS

Utilities Engineer I

- Certification as an Engineer Intern in the State of Florida.
- Bachelor's Degree in civil engineering or related field.
- Working knowledge of Microsoft Office.
- Ability to read and interpret construction plans.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Florida for the type of vehicle or equipment operated.

Utilities Engineer II

- All qualifications noted for the Utilities Engineer I position plus:
- Licensure as a Professional Engineer in the State of Florida.
- Ability to use engineering design and modeling software.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with at least three years' experience or service.

EMPLOYEE ACKNOWLEDGMENT

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

Signature

Date

*****These are intended only as illustrations of various types of work performed. The omission of specific duties does not exclude them from the position.***