

Utilities Engineer

POSITION DESCRIPTION

DEPARTMENT: Public Works
REPORTS TO: Public Works Director
CLASSIFICATION STATUS: Exempt



MAJOR FUNCTION:

Acting in supervisory capacity, plans, develops, coordinates, and directs a number of large and important capital projects involving utility system expansion, roadway projects, building renovations and expansions. May perform direct highly complex and specialized utility system engineering evaluations and studies necessary to support utility system planning, operation, maintenance or regulatory requirements. Duties will include, highly responsible administrative work planning, coordinating, managing reviewing the work of subordinate technical employees and consulting engineers engaged by the department to perform utility system evaluations, program planning, facility design, and construction management.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the major tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such duties are a logical assignment to the position. Specific tasks on a day to day basis will reflect the overall areas of expertise for this position.

- The Engineer is responsible for management of engineering consultants, staff, architects, & contracts on assigned projects including scope development, design, construction, administration, commissioning, and warranty phases.
- Performs troubleshooting and technical evaluations and serves as a resource for the resolution of problems related to plant operations, pipelines, process equipment, structures, and other appropriate issues.
- Performs routine and special assignments including preparation of written studies, reports, memos, letters, etc.
- Represents the Public Works Department on Contracts and Construction Services Division matters.
- Responsible for providing general engineering support to all divisions within the Public Works Department.
- Performs contract administration and field inspections as required.
- Interacts and coordinates with state regulatory agencies and City departments as required for projects.
- Provides assistance to the general public and citizen groups as requested.
- Coordinates and conducts project public hearings as required.
- Performs related work as required.

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- Plan review and mark up of all private projects and public capital projects;
- Submits Public Works plan review comments to DRC Development Director;
- Attends the City's Development Review Committee meetings;
- Management of capital expenditure and construction project budgets;
- Assists in contract negotiations, monitoring, and policy development;
- Prepares complex fiscal and daily operational reports;
- Designs from conception through completion all in-house reclaimed water projects including public irrigation systems using AutoCad;
- Reviews and/or initiates the City's RFQ and RFP process for specific projects;
- Assist and advises the Public Works Director on the solicitation and selection of Architects, Engineers and Contractors;
- Assists in resolutions/recommendations concerning unplanned increases in project costs and funding;
- Responsible for resolutions/recommendations concerning project "field adjustments";
- Maintains and updates the City's Utility Standards Specifications and detail drawings;
- Acts as a liaison between Public Works Management Staff and the Contractor;
- Performs coordination of capital and construction project timeframes, project objectives, funding, grant requirements, physical moves, and discrepancies to ensure the projects meet functional and budgetary requirements;
- Advises and directs Contractor concerning proper procedures from the inception to completion of construction projects to ensure compliance with City Utility Standards and Specifications, City NPDES Permit requirements, County, State and Federal guidelines;
- Attend relevant seminars to stay current with Federal, State and Local regulations;
- Supervises City Construction Project Managers; and
- Completes Division pay roll sheets.

MINIMUM QUALIFICATIONS:

Knowledge, Skills, and Abilities:

- Knowledge of principles and practices of civil/environmental engineering.
- Knowledge of modern developments, accepted practices, current literature, and sources of information in the area utilities engineering and applicable laws, regulatory rules and regulations.
- Ability to plan and direct the work of consultants, engineers, contractors, technician, and administrative personnel.
- Ability to give technical and professional review to a wide variety and large volume utility engineering projects and related plan, specifications, contract documents, and regulatory permits.
- Ability to present clear and concise reports, orally and in writing.

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- Ability to read and interpret complex engineering reports, regulatory permits, construction plans, specifications and contracts.
- Ability to meet and work with the public and regulatory authorities, make presentations, and reply to complaints.
- Knowledge of current construction procedures, practices and materials;
- Knowledge of basic architectural/engineering principles;
- Knowledge of contract administration and negotiations;
- Knowledge of Microsoft Office software (Excel, Access, Power Point and Word);
- Knowledge of ESRI GIS software;
- Knowledge of computer – aided design and drafting programs and knowledge of mathematics up to and including trigonometry;
- Ability to create and maintain effective working relationships with City management/ department heads, elected officials, the public, engineers, architects, contractors and employees;
- Ability to make decisions based on analysis of data and prepares clear concise reports, both orally and in writing;
- Ability to enforce regulations firmly, tactfully and impartially; and
- Ability to complete records, reports and written correspondence accurately.

TRAINING, CERTIFICATIONS, AND EXPERIENCE:

Graduation from an accredited college or university with a Bachelor's degree in Civil, Electrical, Mechanical or Environmental Engineering. Three (3) years of experience in the field of plant engineering or in an operating plant environment supporting production, operations and maintenance activities, including three (3) years as a project manager, engineer, supervisor, or related duties. Three (3) years experience in construction management, construction estimating or specification writing.

A comparable amount of directly related experience may be substituted at the City's discretion for the minimum educational requirements if candidates are not available that fully meet the minimum requirements of the position as posted.

SPECIAL REQUIREMENTS:

Must possess a valid Florida Drivers License. Ability to operate a motor vehicle. Registration as a Professional Engineer in the State of Florida. Must possess or obtain an FDEP Qualified Stormwater Management Inspector Certification within one year of employment. This position is to be considered an "essential personnel" and is required to report to duty for emergency situations such as floods, hurricanes, tornadoes, sinkholes, water/sewer breaks and other crises to provide for public safety. Every New Port Richey employee is required to fill out a Disaster Response Survey and is subject to being required to report to work during a declared disaster.

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PHYSICAL DEMANDS:

Physical Ability:

Transitions from indoor to outdoors. Ability to stand for long periods of time and walk long distances, sometimes on rough terrain. Ability to stoop, bend and pick up material weighing 50 pounds or less.

Sensory Requirements:

Ability to hear, speak and understand conversation in English in various tones of voice, as well as accents or rapidly spoken in order to be able to do job. Ability to see, read, and comprehends letters, numbers, words, characters or symbols, which are both large and small. Ability to print and draw letters, numbers, words, characters and symbols which are legible and understood by others. Ability to learn complex tasks and remember how to complete tasks without assistance once trained.

WORK ENVIRONMENT:

Ability to deal with stress related to routine deadlines and occupational problems, which demand immediate attention. Necessity to multi-task successfully. Ability to accept decisions made by others that may be in opposition of own views. Ability to deal with both legislative and administrative personnel of the City in a tactful manner.

The City of New Port Richey is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of New Port Richey provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

The employee's signature below attests that the employee has read and understands this job description, believes they possess the minimum qualifications and are capable and willing of performing all essential functions.

Human Resources Approval

Employee Signature

City Manager Approval

**City of New Port Richey
May 2020**