



"Inspiring a Vibrant Community"

Job Description
Job Code: 516
Range: 30

UTILITY ENGINEER

DESCRIPTION: Under the direct supervision of the Senior Engineer, performs complex engineering and engineering support primarily for water production, treatment, storage, pumping, distribution system infrastructure, wastewater collection, treatment and reuse facilities. May assist the Senior Engineer secondarily for roadways, drainages and other Public Works projects and programs. Interacts with outside citizens, agents, companies, and other employees at all levels, including engineers, surveyors, supervisors, managers, and skilled trade workers frequently.

CLASSIFICATION: This is an exempt, full-time, classified position with full benefits.

ESSENTIAL FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this classification.

TASKS:

Reviews private development engineering submittals for conformance with Federal, State and City regulations, codes and ordinances, standards, and general engineering principles; Calculates dimensions, square footages, slopes, profile elevations, and quantities for use in project plans and estimates. Assists in performing topographic surveys as required that are related to civil engineering design and construction.

Works closely with various vendors such as developers, contractors, consultants, the public, and City department to design and develop engineering solutions, facilitate project completions, and ensure City standards and ordinances are being met. Performs engineering studies in compliance with commonly accepted engineering standards relating to water production, treatment, storage, pumping, distribution system infrastructure, and wastewater collection, treatment, and reuse facilities, and presents findings in the form of written reports, graphics and drawings; provides information on City requirements for private developers, contractors, design professionals, and the general public; assists in the research and preparation of City standards and ordinances.

Assists in the preparation of requests for proposals/qualifications, the consultant selection process, contracts for outside professional and construction services, and recommendations to the City Council. Attends meetings, reviews plans and cost estimates, makes technical decisions and recommendations to consultant, coordinates with other departments, and prepares plans and specifications for utility capital projects falling under the Engineering Department's responsibility. Communicates with the public, contractors, consultants, other City employees, vendors, management, public officials, and others to successfully complete the project.

Develops plans, specifications, and other contract documents using AutoCAD, WaterCAD, and other software for water, sewer, paving, grading & drainage, and wastewater or water treatment systems; manage assigned projects ensuring conformance with contract provisions. Prepares as-built drawings

utilizing original construction drawing files and survey data; prepares final drawings for printing and submittal. Responsible for keeping record drawings properly organized and filed or archived.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of engineering. Actively supports and upholds the City's stated mission and values, including being open for business and providing excellent customer service that is externally focused.

Actively engaged as part of the Engineering team, assisting in problem solving work-related issues for continuous improvement of the work group, department, and City. Actively works to inspire a vibrant community through departmental work and ensures departmental work fits the 'Heart of Arizona Wine Country' branding as appropriate.

Performs related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the principals and practices of civil/municipal engineering

Knowledge of public works and utility construction

Knowledge of the safety requirements for construction zones

Knowledge of the principles and practices of supervision

Skill in interpreting civil engineering drawings and reports

Skill in developing and maintaining effective interpersonal relations

Skill in performing the duty assignment according to their own judgment

Skill in reading and interpreting written instructions

Skill in creating concise written communications

Skill in analyzing data and drawing valid conclusions

Skill in use of desktop computers

Skill in creating public policies

Skill in managing human and material resources

Skill in developing and maintaining effective coalitions from various groups in the community

Ability to effectively problem solve and commit to actionable decisions

Ability to create a highly engaged employee workforce

Ability to create a culture of accountability

Ability to create a customer focused work culture

Ability to maintain open lines of communication

Ability to maintain a professional work environment

Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

PHYSICAL REQUIREMENTS: Must be able to effectively and safely perform required duties. This classification involves work that requires the ability to bend, stoop, rotate, reach, climb and traverse uneven terrain. Must have the ability to use a City vehicle for transportation to job sites. Must be have hearing and speaking ability sufficient to clearly and concisely communicate in person and over the telephone. Must have the ability to view and use the computer for prolonged periods of time.

MINIMUM REQUIREMENTS: The equivalent of a bachelor's degree from an accredited college or university with a major in civil engineering (or closely related field), possession of a Professional Engineering Certificate from the State of Arizona or possession of an Engineer-In-Training (EIT) Certificate from the State of Arizona with the capability of obtaining a Professional Engineering Certificate from the State of Arizona within one year from date of hire, and an Arizona Driver's license is required. Experience working in or with a municipal or government environment highly desired.

Prepared by: Amanda Wilber 10/5/2020

Reviewed by: Tom Whitmer 10/7/2020

Employee's Signature: _____ Date: _____