

UTILITY ENGINEER/MANAGER

General Statement of Duties

Performs difficult project management work in engineering design and construction of utilities infrastructure.

Distinguishing Features of the Class

An employee in this class performs a variety of professional engineering work associated with the design and construction of utilities projects. This employee provides technical and supervisory guidance for staff and works with engineers and contractors to ensure projects conform to standards and specifications. Work includes designing infrastructure improvements related to utilities, developing plans and specifications for construction projects and administering construction contracts.

The role also provides management and leadership over operations and over the organization as needed in the absence of others. Work requires skill in computer-aided design, the ability to manage multiple projects simultaneously and the ability to effectively communicate orally and in writing. The employee exercises considerable judgement and independence of action including contacts with citizens, contractors and developers. Work may subject the employee to environmental conditions, extreme temperatures, and construction noise and hazards. Work is performed under general supervision and is evaluated based on conferences, review of completed work and records, adherence of work inspected to adopted plans and specifications, and observation of demonstrated skills.

Duties and Responsibilities

Essential Duties and Tasks

- Plans, organizes and implements capital projects such as water and sewer line extensions and/or replacement; water and sewer plant upgrades and expansions; lift station replacement, construction and repair; and other projects; develops, updates and oversees engineering and construction standards for the organization.
- Reviews work of contracted engineering personnel involved in the design and review of utilities and related infrastructure and Prepares cost estimates for projects.
- Reviews development plans for adherence to organizational standards and requirements.
- Administers contracts with consulting engineers and contractors; reviews cost estimates to determine accuracy and determines bond amounts.
- Meets with contractors and reviews and explains construction requirements; identifies necessary actions to obtain compliance; makes on-site field inspections as necessary to respond to questions from inspectors and contractors; works with contractors and engineers on remediation strategies for non-conforming construction.
- Reviews surveys and field data and information and produces calculations and drawings for construction projects.
- Participates as a member of the organizational leadership team; researches, recommends and prepares policies, plans, concepts and future projections; fills in as manager over operations or the organization as needed in the absence of others.
- Responds to citizen inquiries and complaints regarding policies, technical requirements and related issues; assists other divisions when needed.
- Performs field work as needed to observe construction and staff maintenance work, gather field data and for other purposes.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

- Considerable knowledge of utility design, construction and contract administration procedures.
- Considerable knowledge of computerized design and drafting techniques.
- Considerable knowledge of water and sewer line construction techniques and materials, and the ability to determine whether design specifications and standards are being met.
- Considerable knowledge of modern and effective supervisory principles and practices including leadership, motivations, communications, performance coaching and evaluation.
- Considerable knowledge of organizational budgeting, purchasing and personnel policies and procedures and legal issues relating to the hiring and management of staff.
- Knowledge of modern and effective engineering specifications, and state and federal regulations relating to utility systems.
- Knowledge of the methods and techniques used in construction cost estimation.
- Skill in public speaking, customer service excellence, meeting facilitation and collaborative conflict resolution, ability to prepare and interpret engineering designs and specifications related to assigned work.
- Ability to perform mathematical computations and apply standard engineering techniques in the design and construction of projects.
- Ability to establish and maintain effective work relationships and communicate effectively with the general public, contractors, and other employees.
- Ability to detect errors in construction materials and projects.

Physical Requirements

- Must be able to physically perform the basic life operational support functions of climbing, balancing, stooping, kneeling, reaching, crouching, standing, walking, grasping, fingering, talking, hearing, and repetitive motions.
- Must be able to perform medium work exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Must possess the visual acuity to compile and compute data and statistics, inspect work for quality of methods and materials, operate a computer, do extensive reading, and use measuring devices.

Desirable Education and Experience

- Bachelor's Degree in civil engineering or related field with considerable experience of a progressively responsible nature in civil engineering, including some supervisory experience.

Special Requirement

Possession of a valid North Carolina driver's license.
PE License required.