



## **CLASSIFICATION DESCRIPTION**

**TITLE: UTILITY ENGINEER**

**JOB CODE: 19 (Exempt)**

## **GENERAL DESCRIPTION OF DUTIES**

Under management direction, the purpose of the position is to perform professional engineering services to plan, coordinate and implement utility capital improvement projects; provide engineering assistance to utility operations staff; perform engineering analysis and manage projects. Employees in this classification perform at a professional level and are accountable for planning, development and management of projects in compliance with all applicable City/State/federal codes and regulations, and according to all acceptable engineering practices. Employee works with a high degree of independence and initiative. May plan, organize, assign and review the work of subordinate level employees.

## **SPECIFIC DUTIES AND RESPONSIBILITIES**

The list of essential functions, as outlined herein, is intended to be representative of the 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 functions are a logical assignment to the position.

- Performs complex administrative and engineering support work in the design, construction, planning and management of the City's utility capital improvement project (CIP) program.
- Manages consultants in the development of projects; reviews and verifies consultants' invoices and recommends approval for payment; review consultants' plans and specifications at various stages of development for conformance to budget funding, program and design standards, completeness and accuracy; suggests changes, additions and corrections; monitors consultants' costs estimates and schedules.
- Reviews engineering drawings by technical staff and consultants; assists in the review of in progress and final plans and specifications for completeness prior to public advertisement for bid. Review commercial and residential development plans for utility service needs.
- Prepare project progress meeting agendas, meeting minutes, schedule and conduct meetings.
- Assists in the review and approval of items such as shop drawings, material submittals, and supplementary drawings during the construction administration phase.
- Monitors construction progress through on-site inspections; consults with contractor representatives, field personnel, engineers and architects to evaluate construction progress to ensure compliance with the plans, standards, specifications, special requirements, codes and

regulations are enforced.

- Ensure all permits, agreements and other related project documents are obtained for and maintained throughout project duration.
- Compile bid packages, coordinates advertising for bidding process; reviews qualifications, bids and submits recommendations for consultant and contractor selection.
- Ensures technical and informational assistance is readily available to the inspectors, the general public, vendors and City personnel.
- Defines consultant scope of service, reviews and evaluates proposals to perform task; authorizes or recommends approval as appropriate.
- Develops, implements and monitors project budgets; ensures all functions and programs under charge are performed within established budgetary parameters, to include performing cost control activities, monitoring revenues & expenditures and ensuring sound fiscal control.
- Maintains open communication with the general public, vendors, City personnel for the dissemination of information.
- Trains and coordinates with engineering and technical support staff.
- Manages, reviews and approves infrastructure design and construction; ensures all work is approved for compliance with all applicable codes, ordinances, and regulations.
- Reviews and applies City utility standards and approved materials. Participates in utility standards meetings.
- Review project inspection reports and perform on-site inspections as necessary.
- Provides technical information and interpretation to the general public, developers, permitting agencies, consultants, contractors and other City staff.
- Researches, prepares reports & studies, drafts specifications, and presents recommendations for Capital Improvement Programs and Projects.
- Performs Engineering review and approval of commercial and residential developments and permits; performs review of as-built information to verify construction is in general conformance of approved design.
- Maintains active communication with contractors, engineers, surveyors, government agencies and the general public for any engineering, surveying or construction issues.
- Performs related duties as directed.

### **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's Degree in Civil Engineering or related engineering field; possess or ability to obtain Florida Board of Professional Engineer's P.E. license within two years; (2) years responsible technical experience in engineering; or an equivalent combination of education, training, and experience.

## **LICENSES, CERTIFICATIONS OR REGISTRATIONS**

Must be a Registered Professional Engineer in the State of Florida (or able to obtain P.E. license within one (1) year of start date of employment into position).

Must possess and maintain a valid Florida Driver's License.

Maintenance of Traffic certification to be obtained within first year of employment of position and certification is to be maintained throughout.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to understand and follow complex written and oral instructions.
- Ability to clearly communicate information both verbally and in writing.
- Ability to effectively manage design projects and construction projects.
- Thorough knowledge of engineering principles, practices and methods.
- Thorough knowledge of current codes and regulatory standards governing the City's engineering projects in the respective trades/disciplines assigned to the position.
- Skill in researching, compiling, and summarizing statistical data and related materials.
- Skill in design and development of project plans and specifications.
- Skill in the review and interpretation of construction project plans, specifications, calculations and modeling data.
- Ability to provide plans review oversight and recommend/develop modifications as necessary to ensure overall project compliance with applicable codes and regulatory standards.
- Ability to establish and maintain effective working relationships with departmental personnel, management, contractors, consultants and the general public.
- Ability to access, operate and maintain various software applications.
- Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.

## **PHYSICAL REQUIREMENTS**

- While performing the essential functions of this job, the incumbent is frequently required to lift, move or carry objects up to 40 pounds; may utilize feet and legs or hands and arms; maintain body equilibrium to prevent falling when walking, standing, crouching, or navigating narrow, slippery, or erratically moving surfaces; bend body downward and forward by bending spine and legs; move about on hands and knees or hands and feet; use hands to finger, handle or feel objects; and to reach with hands and arms.
- While performing the essential functions of this position the employee may be exposed to

fumes, gases, odors or airborne particles; toxic or caustic substances; excessive noise; extreme temperatures; and dampness, wetness and humidity.

The City of Palm Coast, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Palm Coast, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.