

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

JOB TITLE: Utility Engineer (Transportation & Stormwater)
DEPARTMENT: Utilities & Engineering
FLSA STATUS: Non-exempt

GENERAL PURPOSE:

Performs intermediate-level professional work in responsible engineering and project management functions primarily in utility engineering to include stormwater, water, wastewater/reclaimed systems, and other related infrastructure. Work is performed independently under limited supervision with considerable latitude. Position typically requires processing and interpreting more complex, less clearly-defined issues.

EXAMPLES OF ESSENTIAL FUNCTIONS:

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 classification. 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.

- Oversees inspections of City assets by third-parties; provides and implements corrective action responses
- Inspects City assets; recommends improvements and creates action plans
- Manages City permits and licenses; ensures compliance with regulatory agencies including the Environmental Protection Agency and the Department of Health
- Ensures compliance with federal, state, and local laws, regulations
- Assists in vendor, contractor, and consultant selection; drafts contract documents, negotiates pricing, conducts cost estimates; monitors work, conducts site inspections and reviews shop drawings and change order requests
- Assists in scheduling engineering projects
- Interacts with contractors, engineers, consultants, vendors, and government agencies regarding complaints and requests
- Monitors water quality in the water distribution system; recommends and implements sampling and testing programs; designs and implements emergency action plans
- Prepares budgets and administers program funds
- Provides oversight and consultation to supervisors and staff; reviews and updates standard operating procedures
- Recommends job description title changes; performs staffing analyses; recommends employees for promotions
- Represents the department in City initiatives and interacts with residents regarding complaints and requests

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- Reviews legal contracts and agreements
- Reviews and implements actions regarding infrastructure threat assessment studies
- Reviews and implements safety training programs
- Seeks, applies for, and manages grants; drafts resolutions and agreements with other government agencies for commission approval
- Screens and interviews candidates
- Performs other duties as assigned and/or required

MINIMUM QUALIFICATIONS:

Bachelor's degree in civil or environmental engineering, or related discipline; supplemented by two (2) or more years' engineering experience in utilities; an equivalent combination of education, certification, training, and / or experience may be considered.

Florida driver license Class E or higher, Professional Engineering (PE) license from the State of Florida, and water/wastewater/stormwater distribution certifications are preferred. EIT required

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of standard engineering terms and concepts
- Knowledge of the occupational hazard and safety precautions of the work and the ability to...
- Advanced knowledge of tools, equipment, technology, and techniques used in the construction, maintenance, and repair of water distribution and wastewater collection systems and related facilities
- Advanced knowledge of Microsoft Office products (Word, Excel, PowerPoint, Outlook, and Publisher) and water/wastewater/stormwater modeling software
- Skill in providing good customer service
- Ability to make sound decisions based on City ordinances and City department policies and procedures
- Ability to delegate, manage, and supervise effectively
- Ability to read and comprehend construction plans/blueprints
- Ability to respond to and stay at the workplace for extended periods of time during emergencies, as required
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to regularly attend work and arrive punctually for designated work schedule

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PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the ability to exert light physical effort usually involving some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Usually involves some climbing, balancing, stooping, kneeling, crouching, crawling, walking or standing. Tasks may involve extended periods of time at a keyboard or work station and extended periods of standing and/or walking.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside and/or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature, and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

SENSORY REQUIREMENTS:

Some tasks require manual dexterity, in addition to visual and hearing acuity.

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The job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

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

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Job Title

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date