



**BOARD OF PUBLIC WORKS  
JOB ANALYSIS SCHEDULE  
UTILITY PLANNING / CONSTRUCTION ENGINEER- ADMINISTRATION - UTILITY SYSTEM  
*Exempt – Safety Sensitive***

**WORK PERFORMED:**

The Utility Planning and Construction Engineer reports directly to the Director of Operations. The Engineer is responsible for managing water, sewer, and stormwater engineering projects, as well as the day-to-day operations of the Sewer Collection and Stormwater Departments. The responsibilities include but are not limited to:

- Project planning and management for many projects for the following departments: Water Distribution, Water Treatment, Sewer Collection, Stormwater and Sewer Treatment. Due to the unique skills, the Engineer may also assist on Electrical and Maintenance projects when deemed appropriate.
- The Engineer will be required to hire consulting engineer(s) to complete certain projects. It is the Engineer's responsibility to select the consulting engineer(s) according to accepted practices and ensure any engineering contracts are sufficient and followed.
- The Engineer is responsible to ensure the consulting engineer(s) are performing adequately, per the contract, and in the best interest of the HBPW. The Engineer must stay in constant contact with the consulting engineer(s) as to the project(s) status, schedule, and expenses.
- The Engineer must keep the Appropriate Department Supervisor, Director of Operations, General Manager, and Board up to date on project(s) status, schedule, and expense information.
- The Engineer will be required to attend specialized training and meetings. The training and/or meetings may require travel and be outside the normal work schedule.
- Assigning daily tasks and work orders involving sanitary sewer collection and storm sewer operations and maintenance.
- Scheduling personnel and equipment to continuously operate the sanitary sewer and storm sewer collection facilities.
- Direction of all sewer collection personnel during emergency responses such as sewer stop ups and overflows.
- Establishment of adequate material and equipment inventories for all departmental needs.
- Maintenance of Bear Creek Dam, and will serve as a backup for the operations of the Dam.
- Budgeting, monitoring, and controlling departmental costs.
- Approve and file the necessary reports for multiple agencies.
- Maintain a close working relationship with the Environmental Protection Agency, Missouri Department of Natural Resources, and other federal, state, and local agencies.
- Continuously stay up to date on changing regulations and potential future regulations in the Water & Sewer fields.
- Attend training courses to enhance knowledge of utilities, safety, treatment and management.
- Perform periodic inspections with the Pre Treatment Coordinator, associated with the Fats, Oils and Grease Policy (FOG) and maintain contacts and necessary files necessary for inspections.
- Other duties as assigned by the Director of Operations.

**ESSENTIAL JOB SKILLS AND KNOWLEDGE:**

- The position requires a working knowledge of, and actual experience with municipal Water Treatment and Wastewater Treatment, as well as some knowledge of Water Distribution and Wastewater Collection systems.
- Key components of this knowledge include but are not limited to operation and maintenance of Activated Sludge Wastewater Treatment Facilities, operations and maintenance of Water Filtration Plants, maintenance of reservoirs, storage tanks, elevated tanks, filters, pumps, chemical feeders, booster pump stations, water intakes, fire protection systems, lift stations, operations and maintenance of water distribution and sewer collection systems, designs of new treatment and piping systems, and Supervisory Control and Data Acquisition Systems (SCADA) or other alarm systems.
- Knowledge of laboratory methods and requirements to regulatory guidelines.
- The Supervisor shall develop a working knowledge of Federal, State and Local regulations, instructions, rules, agreements, codes, standards, procedures and policies, and other written guidelines as may apply to the Water and Wastewater Facilities and Water and Sewer piping systems.

#### EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

**Communications:** Must maintain continuous communication with the Department Supervisors on project status, schedule, and expenses. Must maintain a good working relationship with the Sewer Collection Foreman, and other department personnel and continuously communicate expectations.

**Daily Time:** Review and approve all sewer collection department time entry for accuracy, performance, and proper completion.

**Instruction of Personnel:** Provide complete written and oral instructions on work assignments including methods, sequences, order of work, coordination with other parties, suggested approaches, special precautions, safety procedures, policy references, material needs, standards, and other pertinent instructions as appropriate. Interactions should be professional at all times.

**Field Supervision:** Regularly spot-checks work in the field, monitoring for: procedures, progress, timing, workflow, complications, material use, clean-up, workmanship, efficiency, safety compliance and conformance with instructions.

**Equipment/Fleet Maintenance:** Work orders or work assignments will be assigned daily to maintenance personnel. The Supervisor reviews the inspection records on all Sewer Collection Department equipment, tools, trucks and facilities, and spot-checks that defects, damages, losses, leaks, and other unsatisfactory features are being corrected.

**Safety:** Monitors and enforces compliance with all safety manual requirements, policies and procedures. Accident incidents and near misses shall be promptly reported. Knowledge of OSHA requirements will be applied to work assignments. Special precautions and reporting may be required for treatment chemicals. Attendance at department appropriate safety meetings is required.

**Budget:** Assist in development of the Water and Sewer Departments' annual operations budgets, including forecasts of labor, material, equipment, capital improvement needs, and five (5) year capital plan. Supervisor shall control budget items assigned and report variances to the Director of Operations.

**Standby Duty/Emergencies:** Shall assume standby duty rotation with other Supervisory personnel and be able to respond to any Sewer Collection or Stormwater Department emergencies.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

#### REQUIREMENTS OF WORK:

- Knowledge of operation and maintenance of Water Treatment Plant and Wastewater Treatment Plant systems
- Knowledge of operation and maintenance Sewer Collection, Storm Sewer, and Water Distribution Systems.
- Knowledge and requirements of union Labor agreements.
- Knowledge of computer system operations, using Windows software, SCADA System communications, work orders, AM/FM/GIS Utility Mapping software and systems, and related water/wastewater utility system computerization.
- Knowledge of utility fund accounting methods, purchase order systems, and public fund expenditure constraints.
- Proven skills necessary for effective leadership of subordinates.
- Ability to manage, schedule and complete multiple projects and tasks from initiation, through to completion.
- Ability to understand, issue, and follow written and oral communications.
- Ability to maintain sound working relationships with the General Public.
- Ability to maintain neat, complete, organized and accurate records.

#### EDUCATION AND EXPERIENCE:

The Utility Planning and Construction Engineer shall have a bachelor's degree in engineering from an accredited college, or technical degree in a related field (Engineering) or equivalent. Utility experience preferred. Must have and maintain a current and valid driver license.

#### SAFETY RESPONSIBILITIES:

The Engineer is required to comply with all safety regulations of the HBPW. The Engineer is a Safety sensitive position, directly affecting the safety and wellbeing of field workers or the public. All positions must comply with the HBPW Drug Free Workplace policy.

PHYSICAL DEMANDS:

- The physical capabilities of the Supervisor are described in relation to those needed, to successfully perform the essential job functions, however, reasonable accommodations shall be made to enable persons with disabilities to perform said functions.
- The performance of the job requires the Supervisor to walk in rough terrain, sit, talk, hear, use hands and fingers for job functions, ability to reach with hands and arms, and the ability to voice communicate. The Supervisor must have hand-eye coordination necessary to operate various tools and equipment of the trade, shall have close vision and the ability to focus, and able to lift at least 75 pounds. The Supervisor must be able to work under adverse conditions including; darkness, wet weather, hot weather, snow, ice, etc., and will be required to supervise work, which is performed primarily outdoors.

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

Revised: 3/21