



JOB DESCRIPTION

JOB TITLE:	Utilities Engineer	FLSA:	Exempt
DEPARTMENT:	Utilities	GRADE:	D1
REPORTS TO:	Utilities Director	DATE:	1/17/2019

SUMMARY OF JOB PURPOSE:

Under the direction of the Utilities Director, provides professional guidance and support to the Utilities Department; manages development services, departmental projects and process workflows; plays a lead role in planning, directing, and coordinating departmental activities, programs, and processes.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Provides and/or manages engineering support for the Utilities department, including water rights, surveying, real property management, master plans, capital and repair projects, construction plans, design work, specifications, bid documents, estimates, change orders, utility models, and asset management.
- Develops and maintains processes for administering water resources in accordance with applicable water right allocations; provides guidance and direction to staff in the research of water rights, legal chains of title, and ownership status; ensures appropriate water-rights recordkeeping; serves as a departmental liaison to internal and external stakeholders on water-rights matters.
- Lends professional guidance to the department and plays a lead role in developing departmental goals, policies and processes; monitors and evaluates the effectiveness of policies and processes; seeks methods of continuous improvement.
- Assists in the development and administration of the annual operating and capital budgets.
- Ensures successful completion of projects; prepares project schedules and cost estimates; coordinates the activities of staff and contractors to meet project demands; oversees and is responsible for all project phases.
- Prepares requests for proposals and contract specifications; selects, negotiates with, and contracts with outside professional and technical service providers; acts as a liaison to and manager of outside service providers.
- Performs site inspections; reviews the work of employees and contractors; provides hands-on professional and technical guidance in the field; directs the activities of employees and contractors and provides course-correction as necessary.
- Ensures projects and operations are in compliance with applicable contracts, laws, regulations, and codes.
- Ensures maintenance of complete and accurate records and files; prepares a variety of periodic reports.
- Responds to emergencies and performs field work when required.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



UTILITIES ENGINEER

- Communicates clearly and professionally; presents information orally and in writing within the department, to County leadership, and to other internal and external stakeholders.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships; acts as liaison with other government agencies and the public; serve on boards, committees or councils.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Bachelor's Degree in Engineering or a closely related field and three (3) years of professional or administrative experience in the operation of a municipal utilities system; OR an equivalent combination of education, training and experience.

Required Knowledge and Skills

Knowledge of:

- Nevada water law and water rights management.
- Regulations pertaining to water and sewer operations.
- Water treatment, water distribution, wastewater collection, wastewater treatment, and wastewater reuse.
- Engineering practices and principals.
- Real property management.
- Employee leadership, management, and development.
- Management and development of capital project and budgets.
- Business administrative practices applied to water and wastewater functions.
- Project design and management principles and techniques.
- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic, and cultural backgrounds.

Skill in:

- Planning, organizing, and administering programs and projects to meet deadlines and requirements.
- Developing effective work teams and motivating individuals.
- Interpreting, applying, and explaining complex codes, ordinances, and regulations.
- Using initiative and independent judgment within general policy guidelines.
- Interpreting manuals, specifications, drawings, blueprints, and contracts.
- Preparing clear, concise, and complete reports and presentations.
- Representing the County effectively in meetings with developers, contractors, representatives of business, community and professional groups and the public.

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UTILITIES ENGINEER

- Setting priorities, coordinating multiple activities and meeting critical deadlines.
- Performing and overseeing professional level construction administration and quality control work, including the negotiation and administration of contracts.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities; establishing and maintaining effective working relationships.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- A valid Nevada driver's license.
- Nevada registration as a Professional Engineer (PE)

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in typical office and field construction settings and use standard office equipment; stamina to sit for extended periods of time; strength to lift and carry up to 50 pounds; agility to traverse terrain and construction sites; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and radio systems.

Work is subject to exposure to extreme weather conditions, hazardous chemicals, electrical currents, gases, dust and noxious odors.