

City of Lebanon, TN

Job Description Report

Job Title: UTILITIES ENGINEER IN TRAINING (EIT)



Basic Information

Effective Date:	2/24/2022	Revised Date:	11/4/2022
Department:	GAS	Supervises:	0
Classification:	Exempt/Salary	Pay Basis:	Salary
Reports To:	None	Pay Status:	FT Employee
Approved By:		Pay Frequency:	Bi-Weekly
Job Grade:	J	Salary Range:	\$62,689.00 - \$73,744.00

Job Description

GENERAL DEFINITION OF WORK

Under the guidance and supervision of a professional engineer, performs and assists in engineering calculations, design and planning for municipal utilities projects required to maintain and improve the physical infrastructure of the City of Lebanon's natural gas, water & sewer systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES *include but are not limited to the following:*

- Provide detailed engineering calculations, analysis and design and project management services related to the maintenance and operation of the natural gas distribution, water plant, wastewater plant, water distribution, pump stations and sewer collection systems.
- Assists in the design and development of plans, specifications and contract documents of public works improvements for natural gas systems.
- Perform engineering studies and prepare reports for the Utilities Director, Operations Manager and others.
- Review developer plans to ensure conformance with City and State and Federal standards and specifications, ordinances, regulations and laws relating to design and construction natural gas systems.
- Perform general project management functions for contracts performed by outside engineering and surveying consultants and contractors working for the City.
- Perform engineering analysis and computer modeling of utilities systems.
- Assist in the preparation and administration of construction contracts and perform field inspections to insure compliance with plans and specifications.
- Assist contractors, consultants, developers and general public in requests for information and analysis of data on file in City Engineer's Office.
- Work with survey crews and locators in gathering field data.
- Assist the public with inquires.
- Contact private property owners to acquire public easements and rights-of-way.
- Performs related duties as assigned

ADDITIONAL DUTIES AND RESPONSIBILITIES:

Maintains and develops the gas system model within the SynerGEE Gas software.

Maintains and develops water system model.

Assist professional engineer with capital improvement plans.

Assist in the maintenance of GIS mapping system

Studies engineering literature, regulations, codes and other sources to keep abreast of engineering progress

Recommends remedial actions for outages

Performs related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Must be able to perform multiple tasks.
- Ability to work independently and with a group.
- Ability to exercise good judgment in evaluating situations and making decisions.
- Attention to detail.
- Ability to establish and maintain effective working relations with other employees and the general public.
- Ability to read and understand construction plans.
- Knowledge of the principles and practices relating to Public Utilities Maintenance.
- Knowledge of the principles and practices of civil engineering particularly as applied to municipal public works.
- General knowledge in the areas of natural gas systems.
- General knowledge of public works design, construction and maintenance methods, materials and equipment.
- General knowledge of City ordinances, State and Federal laws and regulations pertaining to public service utility operations.
- Ability to express ideas clearly and concisely, orally and in writing to groups and individuals.
- Ability to establish and maintain an effective working relationship with the general public, developers, consultants, customers, and fellow workers.
- Knowledge of ESRI GIS software preferred.
- Must have a valid Tennessee driver's license.
- Ability to implement and assure adherence to City of Lebanon policies and procedures regarding Equal Employment Opportunity.
- Ability to adhere to City of Lebanon initiative on business ethics and conduct.
- Ability to adhere to federal/state laws and regulations regarding MSDS, OSHA and EPA compliance.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Some knowledge of mathematics and ability to make arithmetical calculations quickly and accurately.

Basic Minimum Qualification Requirements

EDUCATION	Graduation from a four-year ABET accredited college/university with degree in engineering.
CERTIFICATION	Engineer in Training Certification is preferred. If not currently held, the Engineer in Training Certification must be obtained within 12 months of hire or date of promotion.
DRIVERS LICENSE	Valid Tennessee Driver's License and clear driving record are required.

Physical Requirements

WORK ENVIRONMENT	<ul style="list-style-type: none">• Office environment 50%, outside environment 50%.• Must be able to operate a motor vehicle• Some travel between City offices is required to conduct meetings.• Will be exposed to elements of nature including extreme heat or cold, rain, snow, and other unfavorable weather.• Generally physical and working conditions are such that minor cuts, abrasions, bruises, or burns may be encountered with various jobs.• Under general supervision, employee must work independently performing multi-task assignments.• Working outside of normal business hours may be required from time to time and may include attendance at council meetings, work sessions, and other meetings.• May be required to enter confined space areas.• Work environment can be dirty with unpleasant odors.• Exposure to animals such as rodents, snakes, spiders, dogs, etc.
EQUIPMENT OPERATED	<ul style="list-style-type: none">• City Vehicles• Pin Locator• Radio• General hand tools
PHYSICAL DEMANDS	<ul style="list-style-type: none">• Must be able to lift 50 lbs. though greater weights may at times be lifted, carried, and or placed.• Must be able to bend, stoop, crawl, stretch, and walk.• May be required to work in high elevation over 30 ft.• Dexterity and fitness sufficient to safely operate, utilize, and maintain tools and equipment used in work• Excessive walking.• Must be able to operate a motor vehicle.
REASONABLE ACCOMODATION S	<i>It shall be the responsibility of the City of Lebanon Utilities Director to assess the type(s) of reasonable accommodations which may be necessary to allow the individual to perform the essential functions of this role and to provide such necessary reasonable accommodations to a qualified individual with a disability, provided that nothing herein shall be construed to require the provision of reasonable accommodations if doing so will impose an undue hardship on the employing agency or a direct threat to the safety of himself/herself or others.</i>

Additional Information

Starting pay range is \$62,691 to 73,7360 annualized salary and is dependent on qualifications, experience and education. Position is non-exempt for purposes of wage and hour.

The City provides full time employees with a comprehensive benefits package that includes a generous PTO, 14 paid holidays, health, dental, vision, life, disability and a retirement package that includes pension and 401k.

Disclaimer

HR Signature / Date

Hiring Manager Signature / Date