**TITLE: Utility Staff Engineer**



**DEPARTMENT: Public Utilities**

**REPORTS TO: Superintendent of Public Utilities**

**PURPOSE OF POSITION:**

The purpose of this position is to perform professional and administrative work in utility engineering and project management functions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

***The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.***

1. Reviews, analyzes, and interprets data which may be utilized in the design, construction, and operation of the utility systems.
2. Provides engineering support on new programs and systems.
3. Participates in the development, design, planning, and administration of construction of utilities projects.
4. Prepares and reviews a variety of operational records and reports.
5. Prepares and reviews specialized technical studies, reports, and correspondence related to the Department’s activities and operation.
6. Assists in the preparation and update of the Department’s Capital Improvement Plan.
7. Inspects and reviews construction plans to determine compliance with design specifications and applicable regulatory requirements.
8. Develops and implements computer models of utility systems.
9. Monitors and analyzes water, sanitary sewer, and natural gas flow and pressure data.
10. Supervises direct subordinate staff.
11. Assists in coordinating the work of consultant engineers and surveyors.
12. Receives and responds to customer and citizen complaints, inquiries, and requests.
13. Directs studies to assess current operations and determine future needs.
14. Researches and prepares recommendations and reports to improve departmental operations and feasibility of utility construction projects.
15. Oversees the preparation and maintenance of records and files.
16. Prepares required regulatory documents and reports, and interfaces with regulatory agencies.
17. Performs construction project management for utility projects, develops specifications, and performs field inspections of project to ascertain status.
18. Assists with the preparation of the departmental budget and monitoring of expenditures.
19. Coordinates consultant activities in natural gas, water, and sanitary sewer projects.
20. Respond to and assists the response to emergencies during and outside normal business hours.
21. Regular and predictable attendance.
22. Ability to work in a cooperative manner with others.
23. Performs related tasks as required.

**MINIMUM QUALIFICATIONS:**

* Bachelor’s degree in Civil or Environmental Engineering, or a closely related discipline; with five (5) or more years recent engineering work experience in utilities, preferably including supervisory responsibility, or an equivalent combination of education, experience, and training.
* Must be certified as an Engineer Intern (EI) with the State of Tennessee. Professional Engineering (PE) license from the State of Tennessee, and water, wastewater, and/or natural gas certifications are preferred.
* Must have a valid driver's license.

**KNOWLEDGE, SKILLS AND ABILITIES:**

* Thorough knowledge of standard engineering terms and concepts.
* Thorough knowledge of the materials, methods, practices and equipment used in the construction, operation, maintenance and repair of utility treatment, distribution, and collection systems.
* Thorough knowledge of the principles and practices of civil engineering as applied to utility system construction and maintenance.
* Ability to establish and maintain effective working relationships with City officials, employees, and the general public.
* Ability to plan and coordinate the work programs of operational and technical staff.
* Ability to read and comprehend utility construction plans and specifications.
* Knowledge of pertinent federal, state, and local laws, codes, and regulations.
* Knowledge of the principles and practices of program management, development, and administration.
* Ability to plan, organize, manage, direct, and evaluate the work of subordinate employees.
* Ability to delegate authority and responsibility.
* Ability to identify and respond to community issues, concerns, and needs.
* Ability to promote a safe work place.
* Ability to establish and maintain effective working relationships with other department heads and governmental officials.
* General knowledge of current office practices and procedures and knowledge of the operation of standard office equipment, including computer hardware and software.
* Ability to prepare and maintain accurate and concise records and reports.
* Ability to understand and effectively carry out verbal and written instructions.
* Ability to communicate effectively with other members of the staff, supervisor, and the public.
* Ability to communicate in both written and verbal form.
* Ability to develop, interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
* Ability to define problems and deal with a variety of situations.
* Ability to maintain discretion regarding business-related files, reports and conversations, within the provision of open records law and other applicable State and Federal Statutes and Regulations.
* Organizational and time management skills needed to meet deadlines.
* Must have ability to work accurately with attention to detail.
* Ability to maintain confidentiality.

**PHYSICAL REQUIREMENTS:**

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, balancing, reaching, standing, walking, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

**WORK ENVIRONMENT:**

Works in an office setting, in generally comfortable conditions, although employee is subject to indoor and outdoor environmental conditions.

***The City of Gallatin is a drug-free equal opportunity employer, with policies of non-discrimination on the basis of race, sex, religion, color, national or ethnic origin, age, disability, military service, or political affiliation.***

***In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.***