UTILITIES ENGINEER
JOB DESCRIPTION CITY OF PORTLAND

Position Title:	Utilities Engineer		**Reports To:**	Utilities Director	
FLSA Status	Exempt		**Department:**	Department of Utilities	
Revision Dates(s)	12/2/2022- 01/06/25	**EEO Class**	Professionals	**Job Level**	24

Sign, Date and Return to HR: ***Please sign*** *the Job Description Acknowledgement at the end of the job description* ***& return*** *the signed Job Description to Human Resources with the balance of your new-hire packet sign-off sheets*

***JOB SUMMARY*:** Under the direction of the Utilities Director, the Utilities Engineer is responsible for providing highly skilled engineering services to the city on a wide variety of Utility projects. This is a professional position requiring an individual who can exercise independent judgment and possesses the educational and relevant experience as related to Civil Engineering principles. This position provides engineering services for the Department of Utilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. *Other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*

- Performs engineering management functions as applicable for all City Utilities (Water Treatment, Water Distribution, Wastewater Treatment, Wastewater Collection, and Gas Distribution); TDEC (TN Dept. of Environment and Conservation) and other functions as assigned.
- Manages or performs the survey, design, drafting, preparation of specifications and bid packages, prepares right-of-way or easement documents, negotiates with property owners and manages construction for funded capital improvement projects to be designed by the City.
- Prepares the scope of work for the engineers involved, reviews and approves preliminary and final design plans and specifications, and manages key construction activities for funded capital improvement projects to be designed by a consultant.
- Prepares and recommends ordinances and revisions to city code regarding construction standards.
- Confers with the City Attorney or representative concerning the legality of various matters, contracts and agreements, litigation on contracts, and preparation of proposed legislation.
- Observes delivery of services in the field, inspects infrastructure projects on site, and attends meetings regarding the progress and status Department of Utilities projects.
- Reviews and approves periodic estimates of expenditures; reviews and approves payment of invoices prepared by contractors.
- Must attend all Planning Commission meetings and work with Planning Director in making recommendations to the Board.
- Meets with citizens, citizens' committees and neighborhood groups concerning services and project implementation; responds to questions, complaints, suggestions and other concerns.
- Maintains continuous liaison with various state and federal agencies regarding regulations, project approvals, and funding of projects.
- Supervises the investigation of citizens concerns and complaints; prepares reports of the concern; confers with the Utilities Director regarding the severity of the concerns; and outlines actions to alleviate the concern.
- Coordinates with other city departments, city boards, and other local governments concerning the status of projects.
- Reviews and approves, while coordinating with department heads, engineered plans and specifications for private development submitted for Planning approval.
- Prepares Requests for Qualifications to engineering consultants, reviews qualifications received, assists in the selection process of professional engineering services, negotiates agreements, recommends, through the Utilities Director, the selected consulting firm to the Council for approval for major project designs and services; reviews and approves work performed.
- Other related duties may be assigned.

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QUALIFICATION REQUIREMENTS: *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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Knowledge of the principles and practices of civil engineering, particularly as applied to municipal utilities.
- Knowledge of municipal design, construction, maintenance methods, materials, and equipment.
- Knowledge of applicable laws and regulatory codes related to the development and construction of public improvement projects;
- Experience in engineering and project management within the regulations of TDOT (TN Dept. of Transportation) and TDEC (TN Dept. of Environment and Conservation) or comparable entities.
- Ability to plan, schedule and supervise complex civil engineering programs.
- Ability to communicate clearly and concisely, verbally and in writing, to groups and individuals.
- Ability to establish and maintain an effective working relationship with subordinates, contractors, engineers, the general public, and elected officials.
- Be available to work hours as needed or as necessary, including attending meetings scheduled after normal working hours.
- Ability to supervise, coordinate, delegate and negotiate.
- Ability to make sound financial and budgetary decisions.
- Ability to analyze and resolve complex and sensitive problems.
- Advanced working knowledge of personal computers/softwares and capable of utilizing engineering computer software programs.

EDUCATION and/or EXPERIENCE:

- Bachelor's Degree in Civil Engineering or appropriate Engineering field required.
- 3+ years of verifiable, acceptable experience in civil engineering, preferably in a municipal environment; OR
- Equivalent combination of education and experience.

LICENSES & CERTIFICATIONS:

- Licensed as a Professional Engineer in the State of Tennessee or possess comparable PE license with ability to obtain State of Tennessee licensing within city-approved time frame.
- Possess a valid driver's license.

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

The employee is regularly required to see, talk, hear and smell and perform the physical activities marked below:

Activity		**Check 1 column for Frequency of Occurrence**		
Check Applicable Activities		**Occasionally < 1/3 of the time**	**Frequently 1/3–2/3 of the time**	**Regularly >2/3 of the time**
X	Standing	X		
X	Walking		X	
X	Climbing: Stairs &/or Ladders	X		
X	Sitting	X		
X	Balancing	X		
X	Bending/Stooping/Kneeling	X		
X	Twisting	X		
X	Squatting	X		
X	Grasping/Squeezing	X		
X	Repetitive movements w/hands		X	
X	Reaching/working overhead	X		
X	Lift &/or carry up to 50 lbs	X		
X	Push &/or pull up to 75 lbs.	X		

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Work is conducted in a normal office setting, in a vehicle, and at construction sites, which may be dirty or involve exposure to other disagreeable elements. Noise level is moderate to loud, depending upon employee's location. Inspection sites can involve rough terrain, be dirty and cluttered with tools, construction materials, and debris. In addition to activities above, work may require crawling around in tight spaces, exposure to moving mechanical parts and typical hazards encountered when operating a vehicle. May occasionally be exposed to airborne particles and fumes. Frequently will be exposed to building and construction activity and exposed to various weather conditions that occur within the locality.

Job Description Acknowledgment: I understand that ***this job description is not a contract of employment*** between the City of Portland and me. Also, I understand that my duties may not be limited to those duties written in the job description, and that the City of Portland may assign other duties as needed. I have received a copy of the Utilities Engineer job description, have read it, and understand the essential functions of the role. By signing below, I acknowledge that I can perform the essential functions of the Utilities Engineer job as it is described in the job description above.

Employee Name (Please Print): _____ **Date:** _____

Employee Signature: _____

Date (Employment, Transfer, Revised Job Description): _____

Sign and date job description. Make a copy for your records. Email to hjohnson@cityofportlandtn.gov