



Position Title: Assistant City Engineer- Water and Sewer Departments

NATURE OF WORK

The Assistant City Engineer for Water and Sewer Departments will work closely with the City Engineering staff in implementing City engineering projects. The incumbent will perform professional, administrative and supervisory civil engineering work relating to the design, construction and maintenance of projects.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustration 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 work is similar, related, or a logical assignment to, or extension of, the position.

Assists the City Engineer in the day-to-day tasks including:

1. Design, bid preparation, plan reviews, construction and oversight of City engineering projects. Monitoring the progress of projects, resolving scheduling issues, project coordination, review of engineering documents and managing consultants and other hired agencies.
2. Process invoices and payment requisitions along with other administrative tasks.
3. Provides technical support to all departments within the City.
4. Prepares and present updates to City Management and the City Council.
5. Represents the DPW in meetings and site reviews with consultants and contractors.
6. Sets up meetings and attends meetings alone or with other City officials for planning purposes.
7. Assist with hazardous spill response program.
8. Assist the City in complying with the requirements of the MS4 stormwater permit.
9. Understands federal and state regulations related to water distribution, storage pumping and treatment, wastewater collection, sewer discharges, industrial pretreatment programs and stormwater collection and treatment.
10. Participate in team projects and support the efforts of other group members.
11. Works collaboratively with staff and legal department with the implementation of the city's consent decree projects.
12. Creates technical documents and reports related to the city's water distribution, collections and stormwater infrastructure.
13. Foster a safe and productive work environment by engaging in effective work practices and procedures.
14. Performs similar or related work as required, directed or as situation dictates.
15. Other duties not listed may be assigned by the City Engineer and/or Director or Deputy Director of Public Works as deemed necessary to fulfill the overall objectives of the City.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
2. Ability to write reports, business correspondence, and procedure manuals.
3. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
4. Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.

5. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
6. Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists.
7. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
8. Ability to manage multiple projects, consultants and contractors on multiple projects simultaneously.

ENVIRONMENT, WORKING CONDITIONS, PHYSICAL AND MENTAL EFFORT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the incumbent is occasionally exposed to moving mechanical parts; high precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate.

The physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the incumbent is occasionally required to stand, walk, sit, use hands to finger, handle, feel, reach with hands and arms, climb and/or balance, stoop, kneel, crouch and/ crawl, talk and/or hear, and taste and/or smell. Must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

MINIMUM REQUIRED QUALIFICATIONS

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

1. A bachelors degree in engineering, science, environmental studies, or a comparable degree is preferred.
2. Knowledge of the principles and practices of industrial and municipal wastewater and water treatment is desired.
3. Experience with the design and construction of water/sewer/stormwater system infrastructure.
4. Facility with mathematical concepts and calculations related to wastewater and water treatment is required.
5. Proficiency in organizing technical materials, writing letters, and project management is required.
6. Ability to read, interpret, and understand regulations and laws related to wastewater, water, and stormwater is required.

7. Familiarity with sample collection and analysis is required.
8. Valid motor vehicle license is required.
9. Professional Engineering license or the ability to obtain one within 12 months of hire.
10. Hazwoper emergency responder training is preferred.

(The above descriptions are illustrative. They are intended as guides for personnel actions and are not complete itemizations of all facets of any job)