

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB188 Utility Engineer
POSITION #/TITLE: 1009 Utility Engineer	Adopted: 07-97
	Revised: 05-13

POSITION DESCRIPTION

Dept: Development Services	Manager Level: Program Administrator
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 12
Reports To Position #/Job Code #/JC Title: 2411/NB459/Development Services Program Manager	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Exempt	City Overtime Status (Employee Type): Non-Exempt (Exception Hourly)
Physical Demand Rating: Medium	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Job fit assessment
Personal Protective Equipment: Eye, Head, Reflective Vest, Hearing	

General Statement of Duties

Performs engineering review of private-sector and public-sector development projects for utility system improvements; performs related work as required.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgement and initiative.

Examples of Essential Work (Illustrative Only)

Reviews and approves or rejects utility system extensions or connection plans submitted by or for developers and interacts with same to make modifications to plans prior to approval as needed to comply with applicable codes, standards, and City policies with minimal direction from the Public Works and Utility Departments;

Provides technical assistance to contractors, developers, the public and other City divisions and Departments;

Assists in specification development and reviews plans and specifications of proposed engineering and construction service contracts;

Monitors and inspects construction projects for conformance with specifications, contract requirements, regulatory agency rules and regulations and City standards;

Prepares cost estimates for projects, evaluates change requirements and performs field design work;

Prepares and negotiates easement agreements;

Performs all work duties and activities in accordance with City policies, procedures and safety practices;

Attends meetings, conferences and workshops;

Supports continuous process improvement initiatives;

Performs related work as required.

Required Knowledge and Abilities

Comprehensive knowledge of water distribution construction, maintenance and design methods, materials and practices;
Comprehensive knowledge of engineering principles, practices and techniques;
Thorough knowledge of computer applications for engineering, design and mapping;
Ability to read and interpret engineering plans, specifications and blueprints;
Ability to make field engineering computations;
Ability to read and interpret applicable federal, state and local laws and regulations governing water distribution system construction standards;
Ability to communicate effectively and maintain working relationships with other City employees, supervisory personnel, contractors, developers, engineers, property owners and the public both orally and in writing, using both technical and non-technical language;
Ability to prepare accurate and reliable reports containing engineering calculations and specifications, findings, conclusions and recommendations;
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with a Bachelor's Degree in Civil Engineering, Mechanical Engineering, Environmental Engineering or related field; and
Considerable experience in general engineering or construction management; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Engineer-in-Training or Licensed as a Professional Engineer.
Valid Iowa Drivers License.

Essential Physical Abilities

Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate effectively;
Sufficient vision, with or without reasonable accommodation, which permits the employee to perform manual and computerized drafting and inspect blueprints and engineering designs;
Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to utilize automated drafting and mapping software and develop engineering designs and specifications;
Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to inspect engineering and construction projects.