



City of Irving Job Description

Utilities Engineering Manager

FLSA Status:	EXEMPT	Job Department:	Water Utilities
Job Code:	U031	Reports To (Job Title):	Assistant Water Utilities Director

PURPOSE

To manage, plan, and review capital improvement projects, inspection of new utility infrastructure and maintenance related to major installations including pump stations, storage facilities and related appurtenances to ensure public health, safety and welfare; and to coordinate all new water and wastewater infrastructure installations with the Capital Improvement Projects Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Manage and oversee day-to-day responsibilities for water storage tank, lift station and pump station equipment maintenance and improvement projects; supervise field staff assigned to regular maintenance; coordinate design and installation of new projects and upgrades.
- Represent the Water Utilities Department in managing CIP projects for utility infrastructure; attend meetings with CIP Department and CIP consultants; coordinate and participate in design reviews including providing comments and coordinating field investigations; maintain accountability for Water Department input and project results.
- Review and update standard design specifications and approved products for the full range of utility infrastructure construction projects; examine engineering plans and inspect development projects to ensure consistency with design standards.
- Coordinate development projects with staff; ensure Water Utilities and CIP Department inspections are conducted consistently; supervise utilities engineering staff assigned to projects.
- Lead internal capital improvement projects for water utilities including pump station, tank and lift station maintenance and upgrades; ensure compliance with engineering design standards; and oversee construction projects inspections.
- Coordinate planning of and attend meetings for all external CIP projects and Water Utility projects; attend meetings, coordinate and participate in design reviews and bid projects.
- Evaluate, manage and review response to emergency infrastructure projects; ensure appropriate action to protect public health and the environment including department responsiveness and vendor selection; prepare administrative, purchasing and public notice/enforcement agency responses as appropriate.
- Participate with the management team of the Water Utilities Department in strategic planning, budgeting, establishing goals/objectives, creating work schedules, policy and procedures and general department administration.
- Support department leadership in review and implementation of the Five-year CIP Plan, the Water Master Plan and the Wastewater Master Plan as appropriate.
- Engage in process improvement initiatives using a variety of tools and applications including Lean Six Sigma; monitor KPIs for assigned work units and work toward continual improvement.

- Plan, prioritize, delegate, supervise and review the work of field and engineering staff assigned to major infrastructure activities.
- Approve requisitions of supplies, material and equipment for use by staff.
- Develop, review and implement all personnel management functions within assigned work unit including selection, supervision, training, performance evaluations, discipline and terminations to ensure orderly and safe work practices.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Provide engineering support to operations and maintenance staff to ensure evaluation and appropriate installation and repair of water and wastewater infrastructure.
- Arrange for service, repair, maintenance and replacement of department equipment.
- Plan and moderate meetings for regional agencies with interests related to department functions.

SUPERVISORY RESPONSIBILITIES

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 5 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

Develop and administer a budget to support infrastructure development projects, pump and motor facility maintenance, new infrastructure inspections and related water and wastewater capital improvements.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Bachelor's degree from accredited four year college or university in building construction, civil engineering or a related field.

EXPERIENCE

- Minimum of five (5) years water and wastewater professional engineering experience, including at least two (2) years of supervisory experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- Appropriate valid Texas driver's license
- Certificate of Registration as a Professional Engineer in the State of Texas

KNOWLEDGE OF

- Architectural Principles: Reading and preparing basic plans and blueprints.
- Design: Design techniques, principles, tools, and instruments involved in the production and use of precision technical plans, blueprints, drawings, and models.
- Construction Principals: Materials, methods, and the appropriate tools to construct objects, structures and buildings.
- Budgeting and Accounting: Budgeting and accounting principles and practices, and the analysis and reporting of financial data.
- Customer Service Management: Principles and processes for providing customer and personal services including needs assessment techniques, quality service standards, alternative delivery systems, and customer satisfaction evaluation techniques.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Environmental Laws and Regulations: Federal, state, and local environmental laws and the ability to apply current information to given situations.
- Construction Contracts: Regulations and principles for developing specifications, bidding projects, and approving invoices for payment.
- Public Safety and Security: Public safety and security operations, rules, regulations, precautions, prevention and the protection of people, data, and property.
- Regulations: Understanding of federal, state, and municipal restrictions, laws, and ordinances that govern the planning and ongoing management of a project.
- Customer and Personal Service: principles and processes for providing customer and personal services including a desire to help customers regardless of their circumstance.
- Utilities Construction: engineering and other materials, methods, laws, and tools to safely and accurately complete utilities construction projects.
- Personnel and Human Resources: policies and practices involved in personnel/HR functions, including selection, supervision, training, performance evaluation and termination.

SKILLS AND ABILITIES IN

- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Active Learning: Working with new material or information to grasp its implications.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Basic Math: Adding, subtracting, multiplying, or dividing quickly.
- Complex Problem Solving: Identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- System Analysis: Determining how a system should work and how changes in conditions, operations and the environment will affect outcomes.
- System Evaluation: Identifying measures or indicators of system performance and the actions needed to improve or correct performance relative to the goals of the system.
- System Perception: Discerning when important changes have occurred or likely will in a system.
- Information Organization: Finding ways to structure or classify multiple pieces of information.
- Functional Supervision: Motivating, developing, and directing people as they work.
- Service Orientation: Actively looking for ways to help people.
- Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do established work.
- Teaching: Conveying new concepts and confirming comprehension by listener.
- Self-Management: Working well independently and without supervision.

- **Maintaining Current Knowledge:** Reading, analyzing, and interpreting general business periodicals, professional journals, technical procedures, or governmental regulations.
- **Direction and Instructional Comprehension:** Interpreting a variety of instructions furnished in written, oral, diagram or schedule form.
- **Negotiation:** Bringing others together to reconcile differences.
- **Written and Oral Expression:** Communicating information and ideas in writing, as well as through speech, so others will understand.
- **Oral Comprehension:** Listening to and understanding information and ideas presented through spoken words and sentences.
- **Reading comprehension:** Reading and interpreting documents.
- **Probing/Inquiry:** Using oral language, social perceptiveness, and reasoning skills simultaneously to conduct effective interviews and investigations.
- **Interactive Presentation:** Effectively presenting information and responding to questions from groups of managers, clients, customers, and the general public.
- **Persuasion:** Convincing others to approach things differently.

GUIDANCE RECEIVED

Priorities and Policies

Organizational priorities and policies, along with professional standards and best practices, guide decisions and direction or advice given to others. Typically makes recommendations to superiors after considering various alternatives. Proactively addresses needed changes to policies, methods and procedures and obtains approval.

CONTACTS

Interacts with a wide variety of city staff from support staff through department director level as well as external customers for problem solving and explanatory purposes. Often will interact with contractors, engineers, and other outside agencies such as the City of Dallas, the Trinity River Authority, the North Texas Municipal Water District and the Upper Trinity Regional Water District. Contacts with vendors are also critical to effective work products and results.

EQUIPMENT AND PROPERTY

Operate assigned city vehicle for travel to and from work sites; use the full range of general office equipment including computers, printers, copiers, fax machines and telephone systems.

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.*

The employee is constantly required to drive a vehicle, grasp, handle, feel, listen, reach, see, sit, smell, stand, talk and/or walk. Occasionally, s/he is required to carry and/or lift up to 10 pounds. Rarely, s/he is required to balance, pull, push, and/or reach.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The employee occasionally is exposed to a dirty environment, electrical hazards, moving mechanical parts, noise, and/or extreme temperatures or weather conditions. This job requires her/him to make decisions directly affecting the safety of others. The noise level in the work environment is usually moderate.

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

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.