



Class Code: M  
Grade: 60  
FLSA: E  
WC Code: 8810  
EEO Code: 13  
EEO Job Category: Professional

## CITY OF LAUDERHILL, FLORIDA JOB DESCRIPTION

**JOB TITLE: UTILITIES ENGINEER**

### **GENERAL STATEMENT OF JOB**

The purpose of this position is to perform professional and responsible engineering and supervisory work in the management of the City's Utilities Department, under the general supervision of the Utilities Director, or designee. This position is responsible for coordinating and overseeing of the following tasks: Capital Improvement Projects, private development related to the City's utility system, in-house engineering related to the City's utility system and construction administration. This classification oversee all activities surrounding compliance with all Federal, State, and Local agency rules and regulations, related to the water, wastewater, air, laboratory testing and storm water. Prepares and maintains related, permits, records and reports. This position will be responsible for the environmental compliance related to the responsibilities of the Utilities Department.

### **ESSENTIAL FUNCTIONS**

**The following knowledge, skills, and abilities, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.**

Oversees the planning, coordination, engineering review and construction management of several utility capital improvement projects. This includes, but not limited to coordinating with the Utilities engineering consultant(s) on the development of projects, both scoping and throughout the project development. Included in this effort will be to oversee and review any hydraulic modeling performed either in-house or by a consultant.

Oversees the development, including signing and sealing, of various in-house design projects in the areas of water distribution, reclaim distribution, and wastewater collection improvements.

Oversees construction administration and supervises staff in the inspection of various Capital Improvement Projects and Removal & Replace projects. This position will be the project manager for the projects mentioned above for which responsibilities include: conducting meetings, reviewing pay applications and change orders, assuring work performed meets the criteria set

per the bid documents and/or city details/specifications, and efforts related to the close out of project.

Coordinates with other permitting agencies on matters as it related to the Utilities Department.

Assists in the preparation and administration of project budgets.

Selects or develops design standards or methods and materials used.

Complies with all laws under the Florida Statutes and rules pertaining to the Board of Professional Engineers.

Provides engineering support and assistance throughout the various groups within the Utilities Department.

Coordinates and oversees private and public projects (i.e. private development or another government agency) when related to the impact of the City's utilities (water, wastewater, reuse). Responsibilities on private development include the development and review of Utilities Agreements.

Supervises other positions within the engineering department; supervisory duties include instruction; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; allocating personnel; recommending the selection of new employees; and acting on employee problems.

Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers advice and assistance as needed.

Receives and responds to inquiries, concerns and complaints from City employees, agencies, and the general public regarding division activities and projects.

Assists in the development, review, implementation, and maintenance of efficiency, quality management, and "green" projects within the City.

Assists in the development of Facility Plans and documentation/applications for State Revolving Fund (SRF) and other state and federal grant and loan programs.

Interacts and communicates with various groups and individuals such as the immediate supervisor, other City department heads and employees, subordinates, engineers, developers, utility companies, contractors, County and State government departments, regulatory personnel, business leaders, consultants, customers, and the general public.

Performs other duties as assigned.

**MINIMUM QUALIFICATIONS**

- Bachelor's Degree in Civil or Environmental Engineering or related field; **AND**
- Five (5) years of progressively responsible experience working for a public utility department or as an engineering consultant; as well as, technical and construction experience in the areas of water, wastewater and reuse, with projects varying from distribution/collection/lift stations, treatment plants, water/deep injection/ASR wells, and hydraulic modeling; **AND**
- Professional Engineer L in the State of Florida; **AND**
- Valid State of Florida Driver's License.

*If no applicants meet the minimum qualifications, an equivalent combination of education, training, experience, and preferred qualifications may be considered.*

**ADDITIONAL REQUIREMENTS / ENVIRONMENTAL FACTORS**

Driving Requirements: The ability to drive and operate a personal or City vehicle intermittently throughout the work day or work week.

Physical Requirements: The ability to exert moderate, though not constant, physical effort, which may involve some combination of climbing, balancing, stooping, kneeling, crouching, crawling, and/or lifting, carrying, pushing, and/or pulling of objects and materials of moderate weight (12-20 pounds).

Motor Coordination: The ability to coordinate eyes, hands, and feet to utilize and operate office tools, equipment, and machinery; and to handle, sort, and organize documentation.

Sensory Requirements: The ability to perceive and differentiate audio and/or visual cues or signals; and to perceive and differentiate depths, and/or textures.

Form/Spatial Aptitude: The ability to inspect items for proper length, width, and shape; and to visually read various information.

Color Discrimination: The ability to differentiate between colors or shades of color.

Communication: The ability to effectively communicate with City employees, stakeholders, and the general public verbally and in writing to deliver and explain information in a variety of technical and/or professional languages, and to prepare written correspondence, documents, reports, and analyses using proper format, spelling, grammar, and punctuation.

Functional Reasoning: The ability to apply principles of rational systems, such as motivation, incentive, and leadership; to interpret instructions furnished in written, oral diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: The ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against sensory, judgmental, measurable, verifiable, or subjective criteria.

Data Conception: The ability to coordinate, manage, strategize, and or correlate data and/or information; and to exercise discretion in determining actual or probable consequences, and in identifying solutions or alternatives.

Mathematical Aptitude: The ability to add, subtract, multiply, divide, and calculate numbers, decimals, and percentages; and to interpret numerical data and graphs to create reports and/or develop forecasts.

### **EQUAL OPPORTUNITY EMPLOYER**

The City of Lauderhill, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Lauderhill will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

### **VETERANS' PREFERENCE**

Certain servicemembers and veterans, and the spouses and family members of such servicemembers and veterans, receive preference and priority in the City's hiring process. Additionally, certain servicemembers may be eligible to receive waivers for postsecondary educational requirements in employment by the City.