

City of Bellingham

Classification Specification

CLASS TITLE	Utility Engineer
DEPARTMENT	Public Works\Engineering
UNION:	231
SG:	S-10
CS:	N
FLSA:	N
EE04CODE:	PR

NATURE OF WORK:

Responsible for performing professional-level engineering work activities involving municipal systems and facilities such as, water, sewer, and storm and surface water systems. Provides assistance and advice to property owners, the development community, and the general public within assigned area.

DISTINGUISHING CHARACTERISTICS:

The Utility Engineer classification is the first of a two-level engineer classification series. The Utility Engineer classification is distinguished from the Project Engineer classification by its assignment of responsibility for activities involving municipal systems and facilities. The Utility Engineer provides technical assistance and advice to staff in other City departments, property owners, the development community, and the general public. The Project Engineer classification is distinguished from the Utility Engineer by its level of responsibility for management of major construction projects, managing project budgets and authorizing project change orders.

SUPERVISORY RELATIONSHIPS:

Reports to the Engineering and Utility Manager or the Storm and Surface Water Utility Manager. Works independently under informal supervision and applicable City regulations, policies, guidelines and appropriate engineering standards. Provides guidance and serves as a technical resource to others.

ESSENTIAL FUNCTIONS:

1. Reviews plat applications, short plat applications, development applications and construction plans for conformance with City, state and federal codes as well as compliance with Council conditions. Determines whether other properties are adversely affected by the proposed development and whether additional mitigation or study is required. May make on-site inspections and issue drainage improvement permits.
2. Designs or facilitates the design of sewer, water, storm and surface water systems. Determines appropriate methods of design and weighs risk factors.

3. Responds to questions and concerns of property owners, the development community and general public. Includes handling citizen complaints, determining costs for problem resolutions, researching information and proposing resolutions.
4. Reviews and analyzes utility systems. May include coordinating annual fire flow testing program and sewer flow monitoring operation, determining hydrant and sewer main locations, making field adjustments, selecting testing devices, monitoring equipment, budgeting appropriate funds and analyzing existing utility systems to determine deficiencies, methods of repair, and budget requirements.
5. Develops and updates guidelines and standards. Determines the level of standards required for compliance with various State and federal laws and guidelines. Assists in system planning by reviewing utility extension proposals and performing feasibility studies.
6. Reviews requests for utility extensions, as appropriate. Determines whether existing system can support request. Decides logical locations for extensions, necessary size for future service, and off-site improvements. Schedules and participates in public hearings.
7. Makes presentations at public hearings and City Council meetings. Meets with the public as needed.
8. Creates and modifies computer modeling systems and programs by determining the correct parameters for input and selecting various engineering methodologies.
9. Develops utility system upgrade and replacement plans. Determines type of rehabilitation possible, develops time-lines for improvements, resolves budget issues. Recommends plan for six-year capital improvement program for utility systems including project priorities, size and locations of new facilities.
10. Provides guidance and direction to technical staff. Determines workloads, prioritizes tasks, and reviews output from assignments.
11. Provides data to project and consulting engineers relating to hydraulics, hydrology, watershed management, wetlands, sewer and water, or other areas of utility management; works directly with engineers providing guidance in resolution of utility issues.
12. Performs complex computation and analysis to complete sewer, water, and storm and surface water studies where necessary for City projects; reviews studies completed by private engineers.
13. May inspect surface water quantity, quality, erosion and sediment control facilities on construction sites to assure conformance with Department standards and quality control of procedures and materials.
14. May administer flood insurance program.

ADDITIONAL WORK PERFORMED:

1. Performs related work within the scope of the classification.
2. Assists with preparation of grant applications.

KNOWLEDGE AND SKILLS:

- Knowledge of:
 - Water, sewer and storm and surface water engineering principles, practices, standards, and methods;
 - Local, State, and federal laws and standards relating to water, storm water, and sewer systems management;
 - Storm and surface water models, water distribution models and sanitary hydraulic models and flow monitoring programs;
 - Modern engineering methods of construction and maintenance related to public utilities and general construction;
 - Mathematics and formulas for engineering computations;
 - Correct English grammar; and,
 - General engineering designs and practices.
- Skill in:
 - Using computers and related software applications;
 - Using equipment such as pressure gauges, fire hydrant flow gauges, video cassette machines, flow meters, drawing tools, and level recorders;
 - Writing technical reports and documents;
 - Interpreting, applying, and explaining codes, rules, regulations, standards, and policies;
 - Establishing and maintaining cooperative working relationships with others;
 - Prioritizing work;
 - Meeting timelines and schedules;
 - Understanding and following written and oral direction and guidance;
 - Conducting studies and analyzing information;
 - Performing engineering mathematical computations;
 - Developing and facilitating utility programs; and,
 - Monitoring the work performance of other employees.
- Excellent communication and interpersonal skills for interaction with coworkers, supervisors, managers, other City personnel and the general public.

WORKING ENVIRONMENT:

Work is performed in an office setting with extensive work at a computer workstation, and occasionally outdoors in all weather conditions on City streets and rights-of-ways, in close proximity to roadway traffic, noxious fumes, heavy equipment and occasionally in confined spaces with infrequent lifting of heavy objects. Some travel to professional meetings is expected.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Positions in this classification acquire the requisite knowledge and skills through the completion of a bachelor's degree in civil engineering or related field and two years engineering experience.
- A combination of experience and training that provides the applicant with the knowledge and skills to perform the job will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Valid Washington State driver's license and good driving record. Must submit a three-year driving abstract prior to hire.
- Adaptability and flexibility to accept schedule changes, as necessary, and willingness to accept "call out" status for emergency situations.

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1/01

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