

Job Description #2

Job Title: Utility Engineer

Grade: 18

Status: Exempt

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Department Head: Chief Engineer

Summary Job Description:

This is a professional engineer position to assist the Chief Engineer in the design, permitting and construction of all components of the water, wastewater and reclaimed water systems. Responsibilities of this position will include monitoring regulatory permitting and compliance issues, evaluating water and wastewater treatment operational data and master planning of the overall utility system.

License or Certification Required:

Valid Florida Driver's License with good driving record. Florida Professional Engineering license.

Educational Requirements:

Bachelor of Science Degree in Environmental or Civil Engineering or other related engineering discipline from an ABET accredited college or university.

Experience Required:

Minimum 6 years water, wastewater, and reclaimed utility and plant engineering or related engineering experience.

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job:

Routinely required to stand, walk, reach, climb, balance, stoop, kneel and crouch while performing job duties.

Must have no physical deformities, loss of limbs, impairment of bodily motor functions, limiting mobility to walk or use arms and hands for various duties such as lifting a variety of package sizes, materials or equipment.

Eyesight may be corrected to meet no less than the minimum acceptable level for issuance of a Florida Driver's License.

Must be able to hear 30 db in normal range and have a spoken voice in a normal tone to send/receive messages and instructions by wireless radio, telecommunication equipment or in person.

Must not have any medical or mental disorders that would preclude you from operating an Authority vehicle, equipment, or complying with all Clay County Utility Authority's safety rules and regulations in a manner that does not pose a direct threat to either yourself, your coworkers or the general public. The Authority will consider whether there is a reasonable accommodation available that would eliminate this risk or reduce the risk so that it is below the level of a "direct threat".

Work Environment:

While performing the duties of this job, the employee regularly works in an office environment with frequent visits to the field.

The noise level in the work environment is usually moderate.

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 essential functions.

Listing of Specific Duties:

1. Design, permitting, construction, inspection/observation and certification of water, wastewater and reclaim water treatment, transmission and distribution systems.
2. Perform project management and oversees the activities of engineering consultants and contractors in the design and construction of various utility projects; reviews invoices for services from engineers and contractors.
3. Prepare FDEP permit applications and supporting documentation for the Authority's water, wastewater and reclaimed water plants.
4. Coordination and management of geotechnical investigations and topographic surveys for various utility projects.
5. Preparation, review and coordination of construction plans and specifications (bid/contract documents) for capital improvement projects; develops scope of project (prepares opinions of probable construction cost), budget, schedule; coordinates and conducts meetings with consultants and contractors; prepares and reviews consultant and contractor task orders, proposals, change orders, and performs budgetary reconciliation at the project close out.
6. Master planning of the overall utility system, develops, plans, organizes and coordinates a variety of projects, studies, evaluations and reports.
7. Coordination with Florida Department of Transportation (FDOT) for utility coordination between proposed FDOT projects and existing/proposed CCUA facilities.
8. Responsible for handling request for utility data from private consultants, public entities and customers.
9. Responsible for development of scope, design, permitting and construction of CCUA Service Availability water and wastewater service projects.
10. Utilize Computer Aided Design (CAD) software and Geographic Information Systems (GIS) to plan, model, design, layout and format plans for various utility and plant facilities
11. Construction Administration (site visits, observation of construction progress, documentation of construction, review of pay applications) of various utility projects.
12. Develop and maintains computer models and spreadsheet models of the water, wastewater and reclaimed water systems and assists in keeping the Master plan current.
13. Assist the Chief Engineer in responding to new or existing directives and rule requirements that arise from time to time from FDEP, SJRWMD and other regulatory agencies.
14. Prepare Consumptive Use Permit applications and supporting documentation for the Authority's water and reclaimed water wells.
15. Prepare CCUA, FDEP, County Use, USACE, and FDOT permit applications as necessary for water, wastewater, and reclaimed water distribution or wastewater collection/transmission pipelines.
16. Assist Chief Engineer in preparation and presentation of information to the Clay County Utility Authority Board of Supervisors.
17. Utility coordination, reviews, and conflict resolution with various outside agencies, utility providers, and contractors/vendors.
18. Review and comment on submitted plans and calculations for proposed utilities to serve new developments.

19. Prepare and review lift station plans and calculations.
20. Effective written and oral communication skills.
21. Follow all CCUA policies and procedures.
22. Assist all departments for special projects or excessive workloads in other areas when required.
23. Any and all other lawful and reasonable requests made by authorized personnel to ensure the smooth operation of the Utility or to protect public health or the environment.
24. This is a full-time position.